



A DIGITAL WORK PLACE SOLUTION

File Management

USER MANUAL

eFile

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Objective of the Application

The need for transforming conventional government offices into more efficient and transparent e-offices, eliminating huge amounts of paperwork has long been felt. The eOffice product pioneered by National Informatics Centre (NIC) aims to support governance by using in more effective and transparent inter and intra-government processes.

eFile, an integral part of eOffice suite is a system designed for the Government departments, PSU's, Autonomous bodies to enable a paperless office by scanning, registering and routing the inward correspondences along with creation of file, noting, referencing, correspondence attachment, draft for approvals and finally movement of files as well as receipts.

Introduction

eFile is a workflow based system that includes the features of existing manual handling of files with addition of more efficient electronic system. This system involves all stages, including the Diarisation of inward receipts, creation of files, movement of receipts and files and finally, the archival of records. With this system, the movement of receipts and files becomes seamless and there is more transparency in the system since each and every action taken on a file is recorded electronically. This simplifies decision making, as all the required information is available at a single point.

It envisions a paperless office, with increased transparency, efficiency and accountability of the organization.

A revolutionary product aimed to make office work like never before in the history of Indian Governance, is based on the Thirteenth edition of Central Secretariat Manual of Office Procedures (CSMoP) of the Department of Administrative Reforms & Public Grievances (DARPG), Govt. of India.

Need of eFile

Information technology has changed the life style of people over a period of time. At the same time, environment plays a major role in the innovation of technology, and later technology became the need of the society.

Files and receipts became an important entity in any organization. There may be thousands of paper documents in the form of Files/Receipts being dealt in an organization on a daily basis. Keeping record of these paper documents, their movement and safety involves lots of time, money and efforts which in turn decreases the efficiency and productivity of an organization.

So any organization looking for a solution that will allow them to capture the documents in digital form, archiving them with some basic information for fast retrieval, movement of the document with the comment/remark, opening of file to bring all related documents in one folder, noting on file, movement of file for approval finally issuance of letter to the sender can go for this product.

What began with the development and implementation of the “File Tracking System” which was a major step towards Less Paper Office, NIC (National Informatics centre) always in forefront in the adoption of new enabling technologies in information and communication technology to meet the need of the organization/society, paved the path for the eFile a workflow based product enabling end to end electronic file movement across the government.

Manual techniques for diarising, moving and recording of Files/Letters, makes the tracking of those files/letters a very difficult task, thus delaying the work and decreasing the efficiency. Due to the inefficiency of tracking with the manual system, there arose a need for a Computerized File Tracking System.

An automated office attempts to perform the functions of ordinary office by means of a computerized system. In a manual office scenario, there are thousands of letters and files and their manual tracking is not a very easy task. A computerized File Tracking System enables users to track these letters and files within seconds. Also, dispatch and record keeping are made easy. It ensures proper distribution of work load, thus increasing the efficiency of the system and bringing transparency to the system. The system simulates the manual system in a digital environment.

eFile Modules:

Different sections that constitute eFile application are receipts, files, dispatch, reports, and so on. Each section comprises of different links that helps the user to easily utilize the functionalities of different sections of the eFile.

First of all, let's learn about how to use the receipts section of eFile.

Receipts

A receipt is a written document that a specified entity has been received as an exchange for services. In eFile, receipts are created by the CRU which is further attached with the file to get processed and approved from the higher authority.

There are various links available under Receipts section which is mentioned below:

1. Browse & Diarise
 - a. Physical
 - b. Electronic
2. Inbox
3. Email Diarisation
4. Created
5. Sent
6. Closed
7. Acknowledgement
8. Recycle bin

Let's have an introduction about these Links one by one:

Browse & Diarise:

The Browse and Diarise link under receipts section includes two sub modules:

1. Physical
2. Electronic

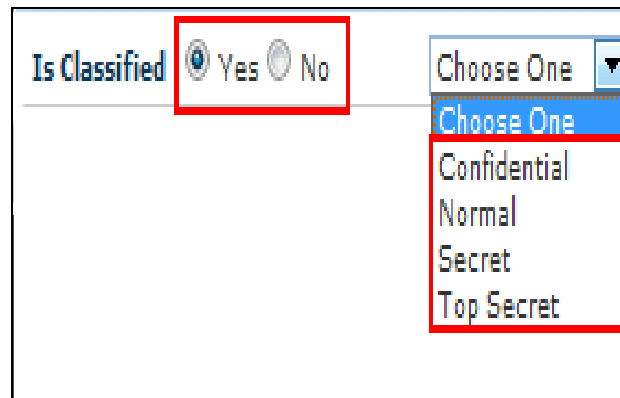
Let's have an introduction about these sub modules one by one:

1. **Electronic:** In Electronic Module the browsing or uploading of the scanned document is mandatory and then the Diarisation of scanned correspondence is done.
2. **Physical:** In Physical Module the browsing or uploading of the scanned document is not mandatory, only the Diarisation of the received correspondence is done for tracking purpose.

In case of DAK that have a classified grading, proper grading levels are assigned to the DAK while diarizing them in case of both Physical and Electronic receipts.

Classification levels are shown below in Fig.eFile.1:

- Normal
- Confidential
- Secret
- Top Secret



The screenshot shows a web form with two main components. On the left, there is a label 'Is Classified' followed by two radio buttons: 'Yes' (which is selected) and 'No'. This entire section is enclosed in a red rectangular box. To the right of this is a dropdown menu with a blue header 'Choose One' and a downward arrow. The dropdown menu is open, showing a list of classification levels: 'Choose One', 'Confidential', 'Normal', 'Secret', and 'Top Secret'. This dropdown menu is also enclosed in a red rectangular box.

Fig.eFile. 1

To browse and diarise the electronic receipts user has to perform the following steps:

- Click the electronic module under **Browse and Diarise** (**Browse & Diarise**) link of **Receipts** section, as shown in Fig.eFile.2

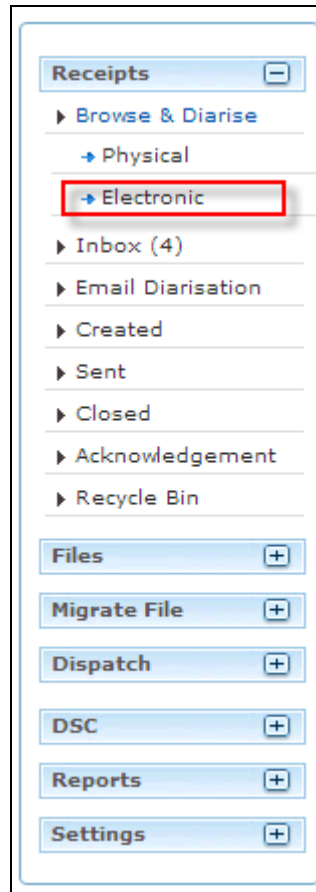


Fig.eFile. 2

As a result, the **Browse and Diarise** screen for electronic receipt appears, as shown in Fig.eFile.3:

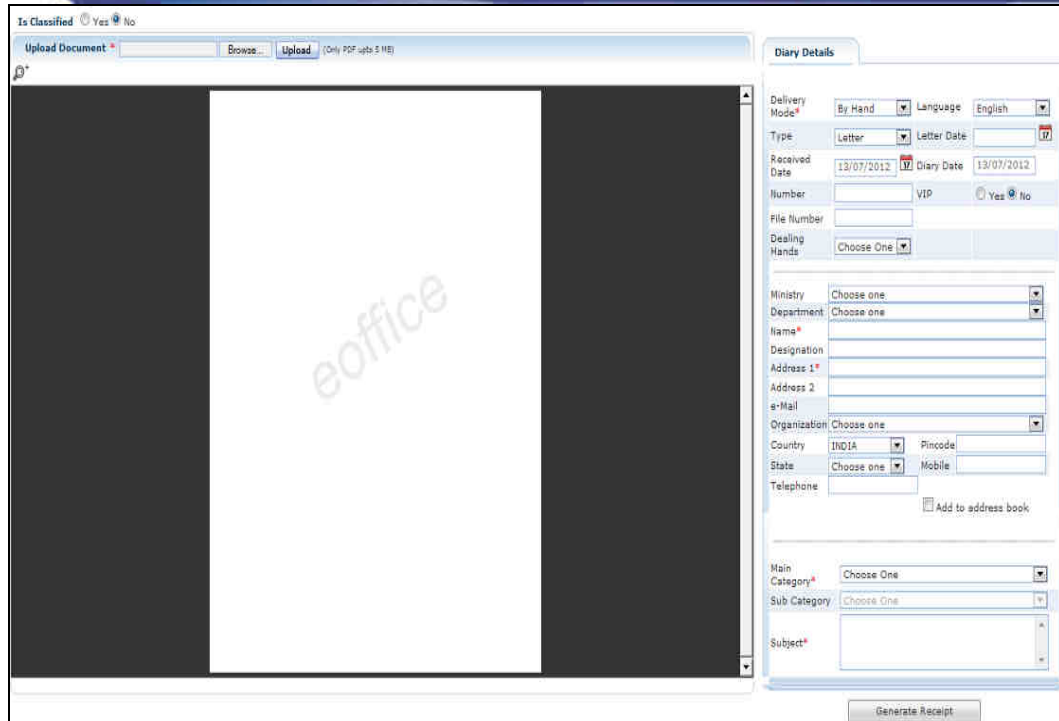


Fig.eFile. 3

In case of Classified DAK, uploading of document is not mandatory for CRU, only Delivery mode is mandatory, but when it reaches to the intended recipient or at any section/officer, scanning including all other essential fields are mandatory.

- Click the Browse (Browse...) button from the Browse and Diarise screen. A File Upload dialog box appears, as shown in Fig.eFile.4 :

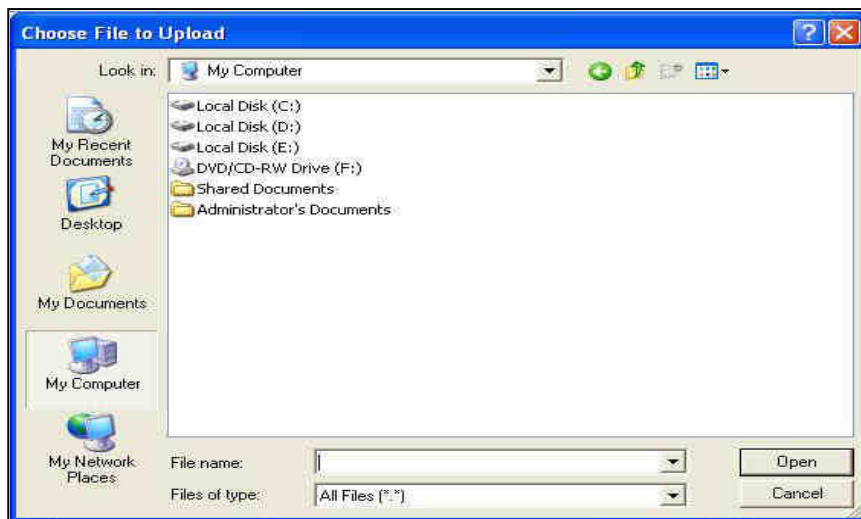


Fig.eFile. 4

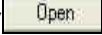


- After entering the name of the receipt, Click the **Open** () button (Fig.eFile.4), as a result the path of the scanned receipt gets displayed in the textbox.
- Click the **Upload** () button from the **Browse and Diarise** screen to upload the scanned receipt.
- Enter the essential details in all the mandatory fields in **Browse and Diarise** Page, as shown in Fig.eFile.5:

Fig.eFile. 5

- Click the **Generate Receipt** () button (Fig.eFile.5) on **Browse and Diarise** page to generate a **unique Diary number**. As a result, the receipt gets generated along with the specified metadata.

There are **10** options provided those are associated with an Electronic receipt:

- Send to Draft:** User can use this option to send the generated receipt to the draft section to work later on.
- Movements:** User can use this option to track the **Movements** of the receipt which automatically gets updated as Receipt moves further.
- Details:** User can use this option to view the details of the generated receipts such as Dispatch History, Referenced files and Referenced Receipts, as shown in Fig.eFile.6:

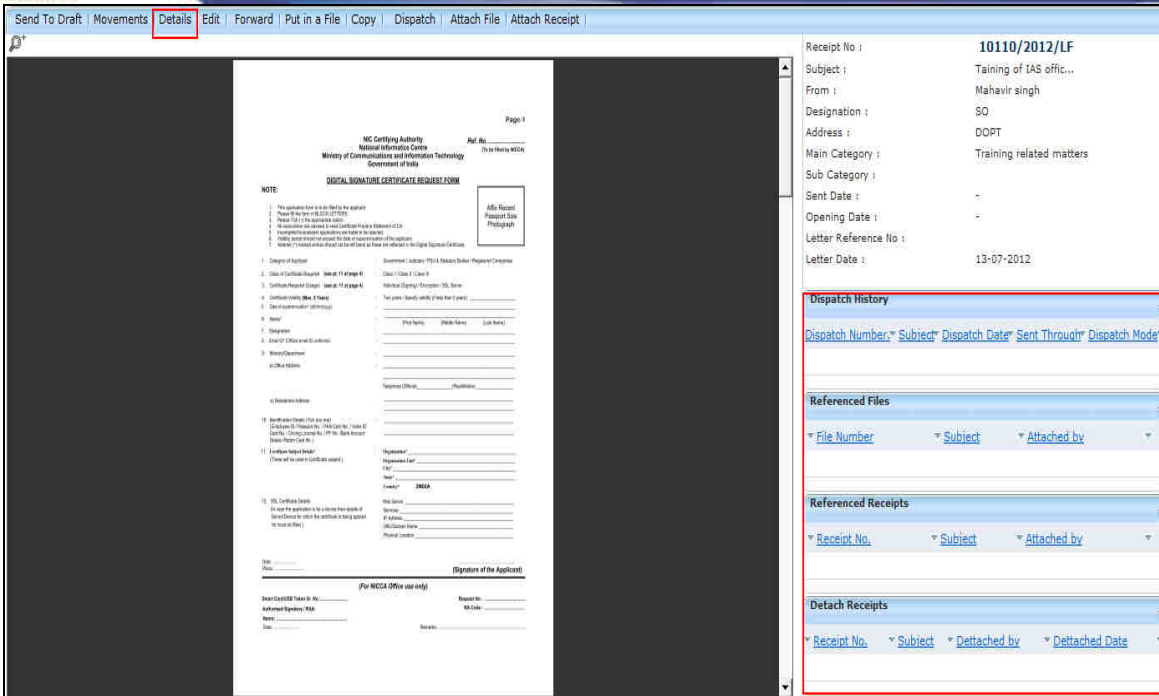


Fig.eFile. 6

d) **Edit:** User can use this option to edit the Metadata fields of the Receipt before sending it to the intended recipient.

To edit the generated receipt, user has to perform following steps:

- Click the **Edit** link (), as a result the Metadata fields get active.
- After making required changes in Metadata fields, click the **Save** () button to save Metadata.

e) **Forward:** User can use this option to forward the receipt to the intended recipient.

To forward the generated receipt, user has to perform the following steps:

- Click the '**Forward**' link, as a result **Send** page appears as shown in Fig.eFile.7:

Send


Receipt Number : **8130/2012/CC**

Subject : **Training of IAS**

[To](#)

[Cc](#)

(Use semicolon(;) to separate recipients.)

Set Due Date 

Action

Priority

Total 1000 character left

Remarks

Fig.eFile. 7

- Either directly enter the name in the 'To' option or Click the 'To' link to select the marking abbreviation of the recipient from the list box, as shown in Fig.eFile.8:

Send


Receipt Number : **10400/2012/LF**

Subject : **sdasd**

[To](#)

[Cc](#)

(Use semicolon(;) to separate recipients.)

Set Due Date 

Action

Priority

Total 1000 character left

Remarks

Send as sticky note

Fig.eFile. 8

- Enter the 'CC' option if user wants to mark a copy of receipt to other users also.

In case of forwarding receipt, multiple recipients can be sent by using semi colon as separators.

- Provide the **Due date** (if required) for the receipt using the **calendar** (17) link adjacent to the Due Date text box.
- Select the **Action** which has been taken on the receipt from the dropdown menu as shown in Fig.eFile.9:

The screenshot shows the 'Send' form in the eoffice application. The form is titled 'Send' and has a menu bar with options: Movements, Details, Edit, Forward, Put in a File, Copy, Close, Dispatch, Attach File, Attach Receipt. The form contains the following fields and controls:

- Receipt Number:** 10400/2012/LF
- Subject:** sdasd
- To:** Text input field
- Cc:** Text input field with a note: (Use semicolon(;) to separate recipients.)
- Set Due Date:** Text input field with a calendar icon (17)
- Action:** Dropdown menu with options: Forward, Approve, Pl. Discuss, Give Time, Pl. Call, Fix a meeting, Response. The 'Forward' option is selected.
- Priority:** Text input field with a note: (Maximum 1000 character left)
- Remarks:** Text input field
- Send as sticky note:** Checkbox
- Send:** Button

Fig.eFile. 9

- Select the **Priority** (if required) of the receipt from the dropdown menu.
- Type the **Remarks** (if required) in the Remarks text box, and click the Send (Send) button, as shown in Fig.eFile.10:

The screenshot shows the 'Send' form in the eoffice application. The form is titled 'Send' and has a menu bar with options: Movements, Details, Edit, Forward, Put in a File, Copy, Close, Dispatch, Attach File, and Attach Receipt. The form fields are as follows:

- Receipt Number: 10400/2012/LF
- Subject: sdasd
- To: (Empty text box)
- Cc: (Empty text box with a note: (Use semicolon(;) to separate recipients.))
- Set Due Date: (Date picker showing 17)
- Action: Forward (Dropdown menu)
- Priority: Immediate (Dropdown menu)
- Remarks: (Text area with a note: Total 1000 character left.)
- Send as sticky note: (Checkbox, currently unchecked)
- Send: (Send button)

On the left side of the form, there is a sidebar menu with the following items:

- Receipts (Expanded)
- Browse & Diarise
 - Physical
 - Electronic
- Inbox (87)
 - 2day Testing
 - Today Receipt
- Email Diarisation
- Created
- Sent
- Closed
- Acknowledgement
- Recycle Bin
- Files (Expanded)
- Migrate File
- Dispatch
- DSC
- Reports
- Settings

Fig.eFile. 10

As a result, the scanned and created receipt is sent to the intended recipient. Then, the user will be redirected to the **Sent Receipts** page, displaying the list of all the sent receipts along with the newly sent receipt, as shown in Fig.eFile.11:

Date Range: 03/09/2012 To 18/09/2012

Receive Reply Forward Put in a File View Move To Mark As Copy Close Dispatch Hierarchical View My Receipts

Receipt No.	Attachments	Subject	Sender	Sent By	Sent On	Due On	Quick Action
P: 10490/2012/RF		adest	xyz	ALKA A KULKARNI	18/09/12 12:19	14/09/12 12:00	
E: 10026/2012/CF		h	VEENUS MAHENDRAN	ALKA A KULKARNI	18/09/12 11:51	-	
E: 10020/2012/CF		selfref	selfref	ALKA A KULKARNI	18/09/12 11:51	-	
P: 10058/2012/RF		dygdy	fyhd	ALKA A KULKARNI	12/09/12 09:17	-	
E: 10024/2012/CF		GS Sharma -00011	Ram Parkash	ALKA A KULKARNI	06/09/12 02:05	-	
P: 10038/2012/RF		closed	asad	GEETA SHARMA	03/09/12 03:45	-	
P: 10081/2012/RF		dpf	self	GEETA SHARMA	03/09/12 03:42	-	

LEGEND Out Today Most Immediate Immediate Ordinary

Fig.eFile. 11

User can also Pull back the sent receipt from the intended recipient even when the receipt is in the Inbox of the recipient, using the Pull Back () link. In case, the recipient has opened the receipt, then pullback option is inaccessible.

User could also see the remarks on the receipt through remarks blue icon along .Reply or forward action can be done from here.

- f) **Put in a File:** User can use this option to attach the generated receipt to a concerned file.

If any File is referenced/attached with the receipt then 'Put in a File' option will not work. For that, First user needs to detach the referenced File.

To put up a receipt under a file, user has to perform the following steps:

- Click the **Put in a File** () link, as a result list of files will appear, as shown in Fig.eFile.12:

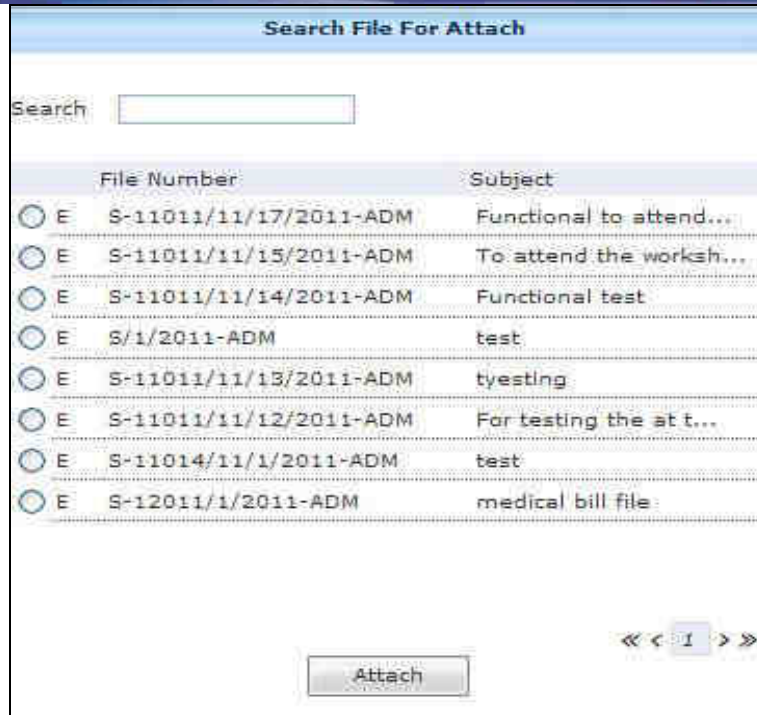


Fig.eFile. 12

The list contains files which are present in 'Created (Completed)' or 'Inbox' section of File.

- Select a file in which the receipt needs to be attached and click the **Attach** () button (Fig.eFile.12), as a result the receipt gets attached under the selected file, as shown in Fig.eFile.13:

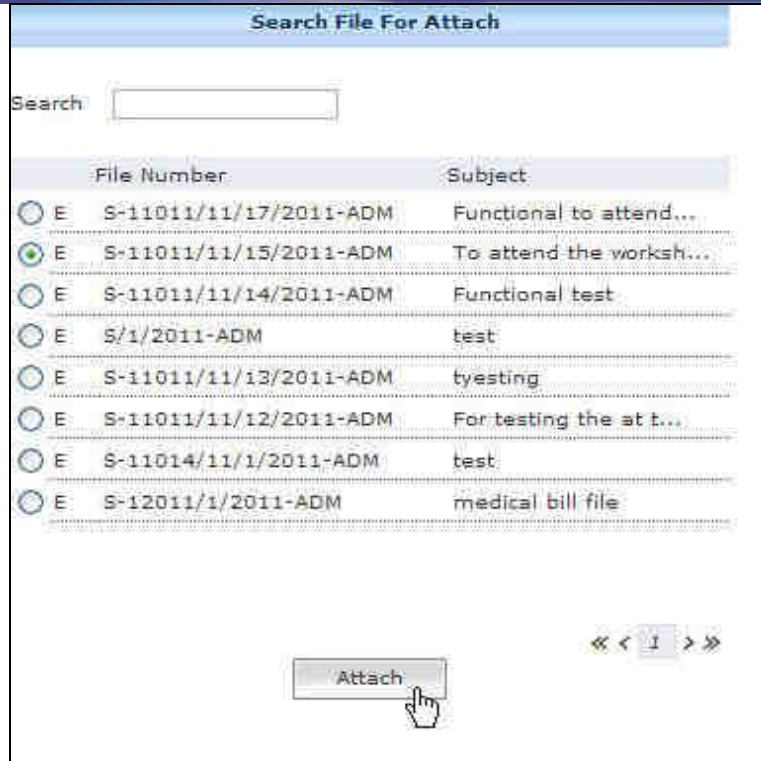


Fig.eFile. 13

g) **Copy:** User can use this option to copy the metadata fields automatically and send it to other eOffice user. User can edit the metadata fields as per requirement and after clicking the '**Generate Receipt**' () button a new Receipt number will be allocated to the copied receipt.

h) **Dispatch:** User can use this option to Dispatch the electronic receipt.

To Dispatch the generated receipt, user has to perform the following steps:

- Click the **Dispatch** () link, as a result the confirm message will appear, to move the generated receipt to the inbox for dispatching, as shown in Fig.eFile.14:

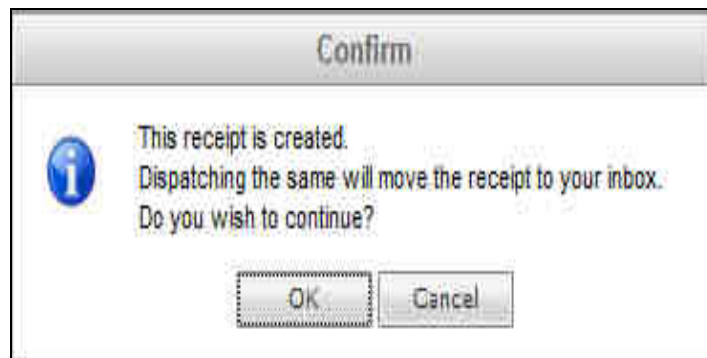


Fig.eFile. 14

- After confirming, while dispatching from inbox section, choose the 'Reply Type', 'Nature of Reply' and other required fields and click the 'Save' () button to send for further approval process.

No file should be attached to the receipt while dispatching of same receipt.

- i) **Attach File:** User can use this option to attach the receipt with the File.

To attach a receipt with a file, user has to perform the following steps:

- Click the **Attach File** () link, as a result list of files will appear, as shown in Fig.eFile.15:

The list contains files which are present in 'Created' or 'Inbox' section of File.

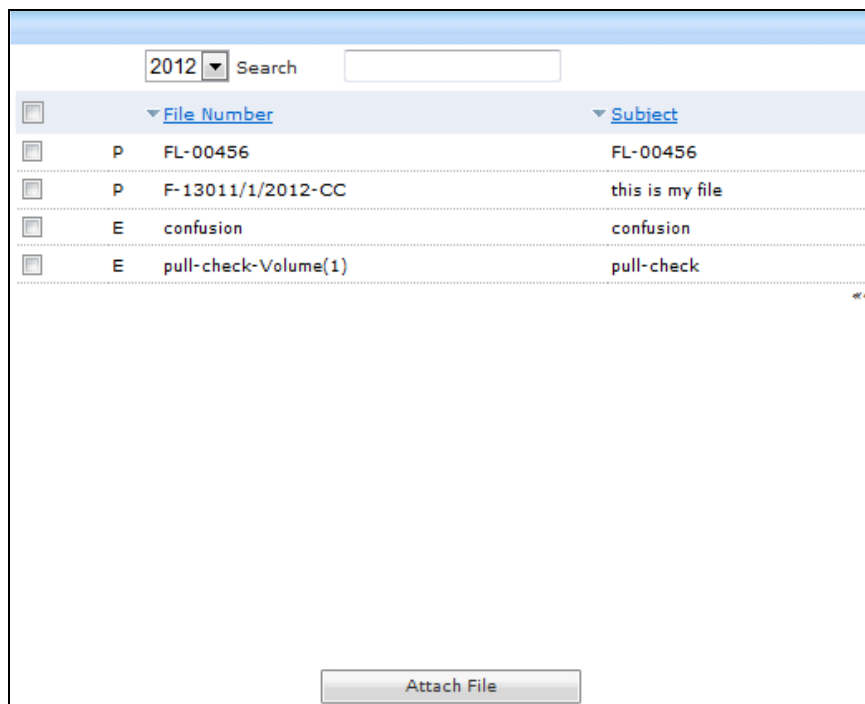


Fig.eFile. 15

- Select a file in which the receipt needs to be attached and click the **Attach File** () button, as shown in Fig.eFile.16:

2012 Search

<input type="checkbox"/>	File Number	Subject
<input type="checkbox"/>	P FL-00456	FL-00456
<input type="checkbox"/>	P F-13011/1/2012-CC	this is my file
<input type="checkbox"/>	E confusion	confusion
<input type="checkbox"/>	E pull-check-Volume(1)	pull-check

Fig.eFile. 16

As a result the attached file reflects under 'Referenced Files' section of that Receipt, as shown in Fig.eFile.17:

Receipt Number	:	8131/2012/CC		
File No.	:			
Subject	:	dsfd		
From	:	dsfd		
Sent Date	:	2012-02-17 17:09:36.385		
Sent By	Sent On	Sent To	Action	Remarks
ALOK PANDEY	17/02/12	ALOK PANDEY		-
Dispatch History				
<u>Dispatch Number.</u>	<u>Subject</u>	<u>Dispatch Date</u>	<u>Sent Through</u>	<u>Dispatch Mode</u>
Referenced Files				
<u>File Number</u>	<u>Subject</u>	<u>Attached by</u>		
P FL-00456	FL-00456	ALOK PANDEY		✗
E D-25014/3/2012-CC	PMO001	ALOK PANDEY		✗
P F-13011/1/2012-CC	this is my file	ALOK PANDEY		✗

Fig.eFile. 17

View of physical file if opened from (Fig.eFile.17):

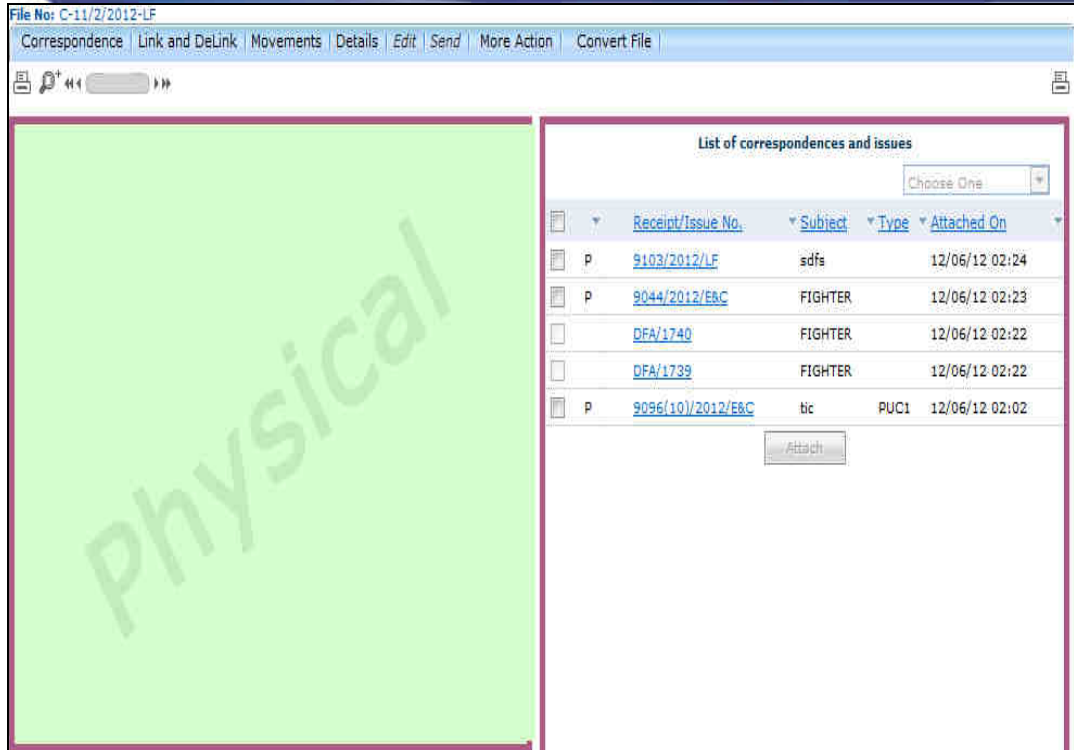


Fig.eFile. 18

View of Electronic file if opened from (Fig.eFile.17):

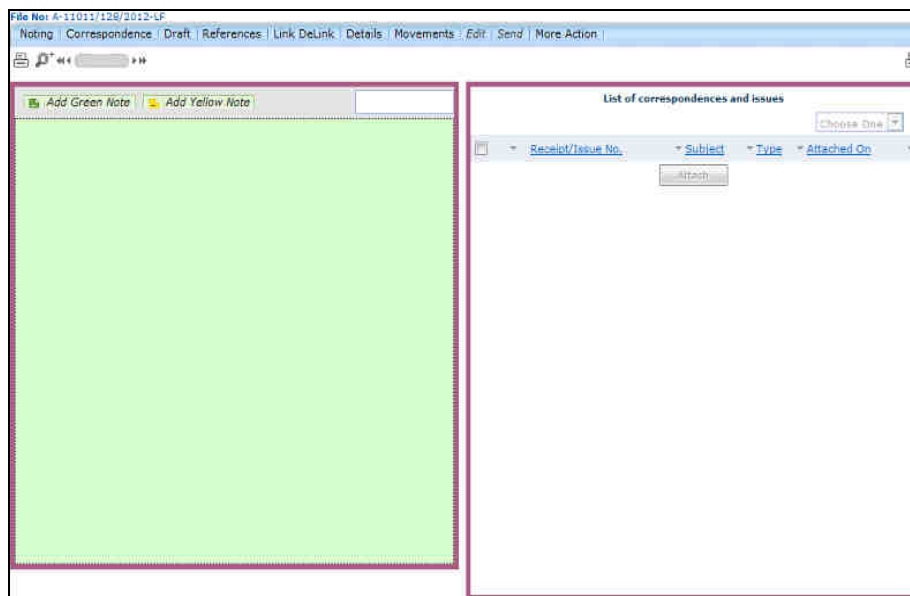


Fig.eFile. 19

Irrespective of the nature of file opened from (Fig.eFile.17), whether it is Physical or Electronic, user

cannot take any actions on the attached files.

- j) **Attach Receipt:** User can use this option to attach the working receipt/document with the other receipt(s)/Document(s) irrespective of the receipt nature. This link is visible when user opens the receipt from Receipt Inbox/Created.

Physical Receipt/Document can be attached with in an Electronic Receipt and Vice-Versa.

Also, the receipt attached with other receipts can be send to only one user at a time.

To attach other receipt(s)/Document(s) with the working receipt, user has to perform following steps:

- Click the '**Attach Receipt**' [Attach Receipt](#) link, as a result the list of receipt(s)/document(s) appears which are there in Inbox or the created section of Receipt, as shown in Fig.eFile.20:

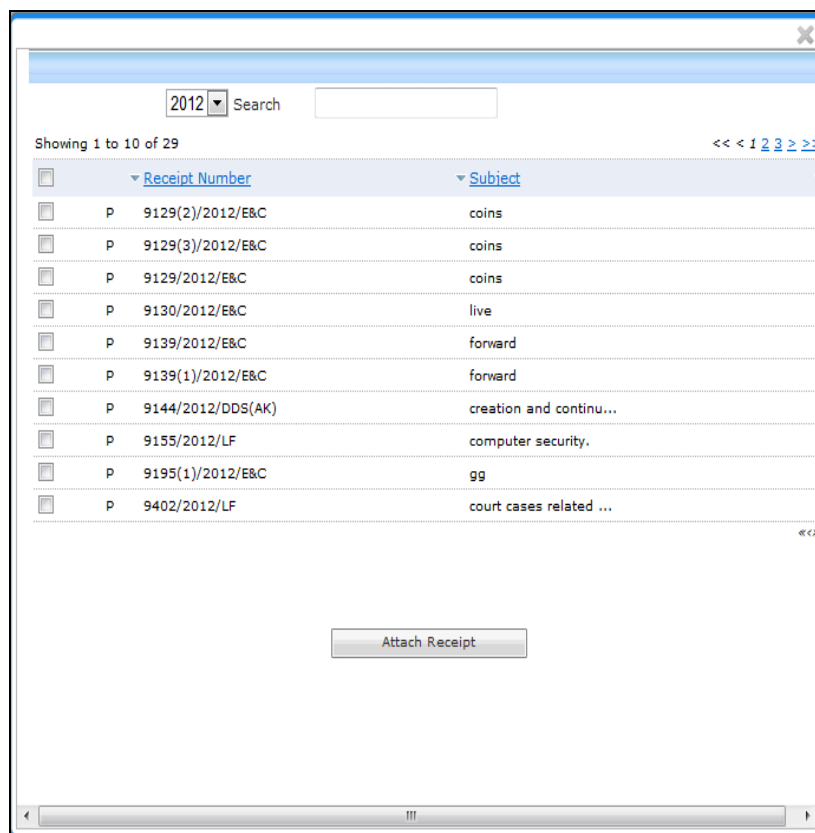


Fig.eFile. 20

- Select the Receipt(s)/Document(s) whichever are required to get attached and click the '**Attach Receipt**' button, as shown in Fig.eFile.21:

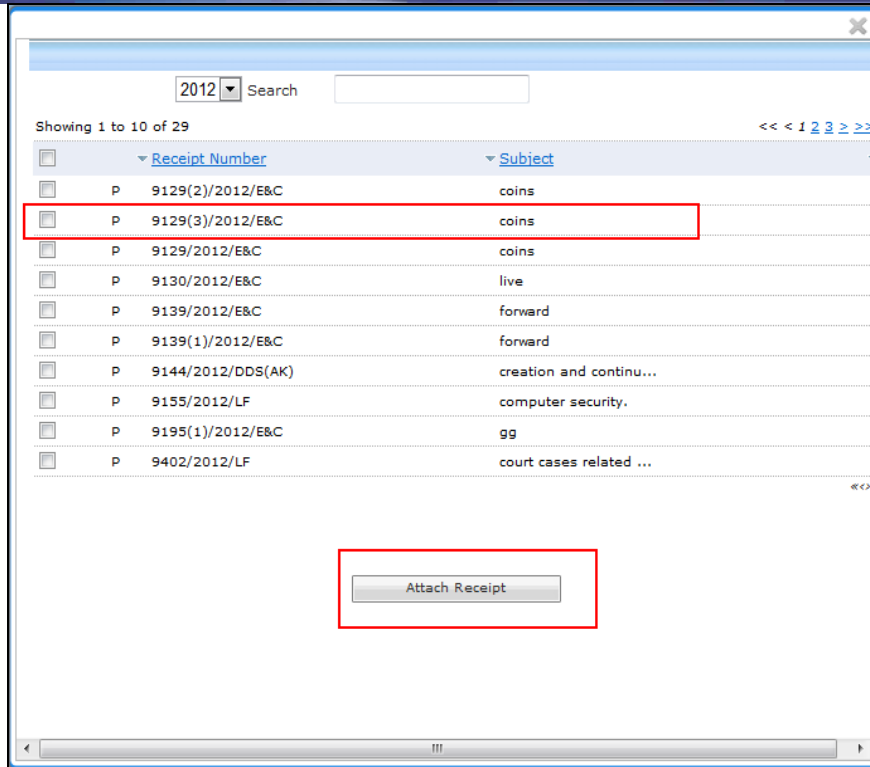


Fig.eFile. 21

As a result, 'Attach Receipt Remarks' window appears, as shown in Fig.eFile.22:

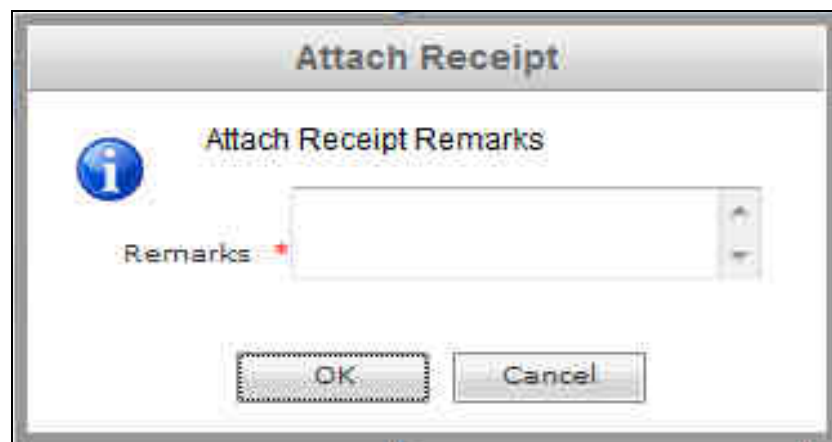


Fig.eFile. 22

- Enter the remarks and click the 'OK' button (Fig.eFile.28), as shown in Fig.eFile.23:

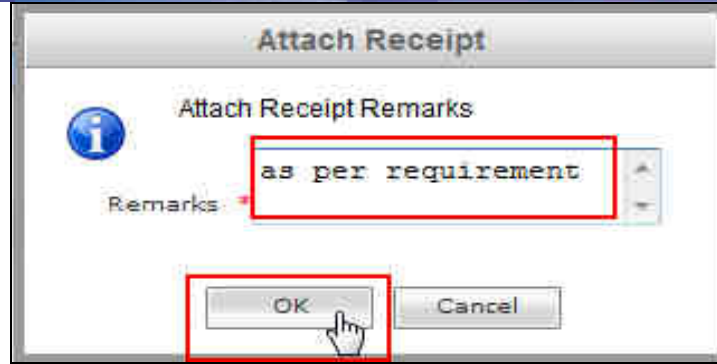


Fig.eFile. 23

As a result, the selected receipt(s) get attached to the working receipt and so reflects in Referenced Receipt section of the working receipt, a shown in Fig.eFile.24:

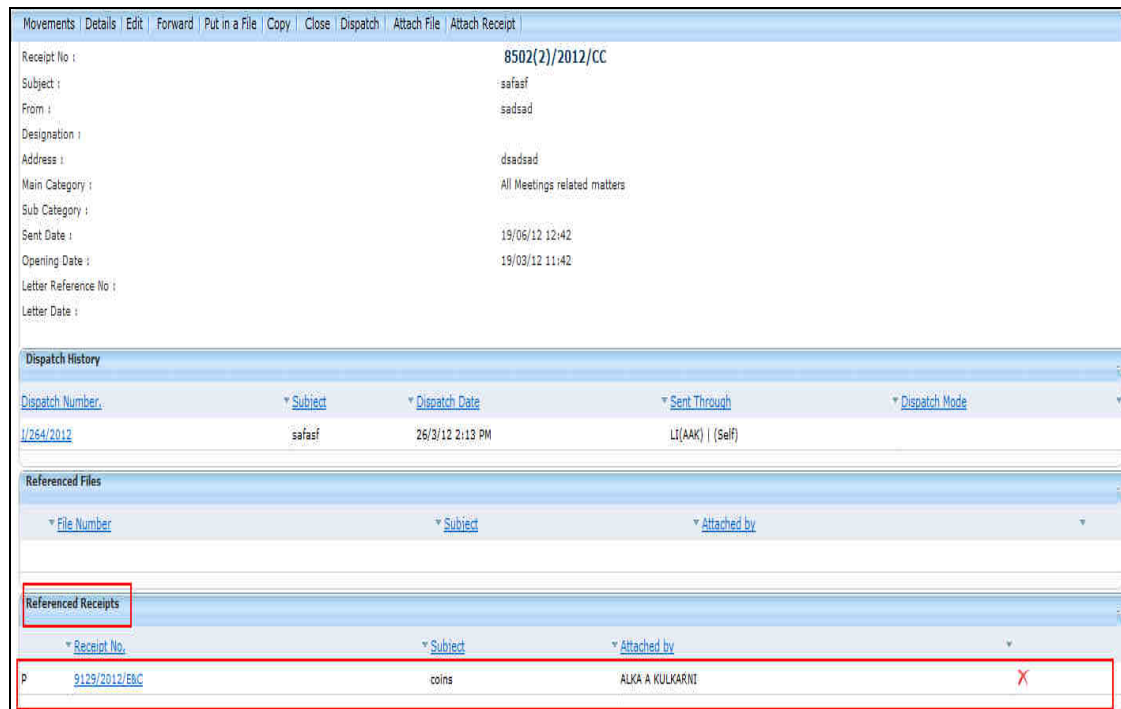


Fig.eFile. 24

Receipts having Attached Files are not allowed to get attached in a receipt and also no action is allowed on the attached receipt till attached with the main working receipt.

Browse and Diarise Process of Physical File:

Refer to Browse and Diarise process of Electronic Receipt, In Physical Receipt just the Browsing and Uploading of Correspondence is Non- Mandatory, rest of the process is same.

Inbox:

Inbox option contains the list of all the receipts that are received as an Inward Correspondence/DAK.

User has to click the Receipt number to view the receipt. As a result, the user can view the content of receipt along with the details.

Nature of Receipt can be verified from the character 'E' and 'P' which is written before the receipt number.

Character 'E' symbolizes Electronic Receipt whereas character 'P' symbolizes Physical Receipt.

There are 10 Links provided under receipt Inbox:

Receive:

Helps the user to receive the **Physical** Receipt. Without receiving the physical receipt user cannot make any action on that particular receipt as shown in the Fig.eFile.25:

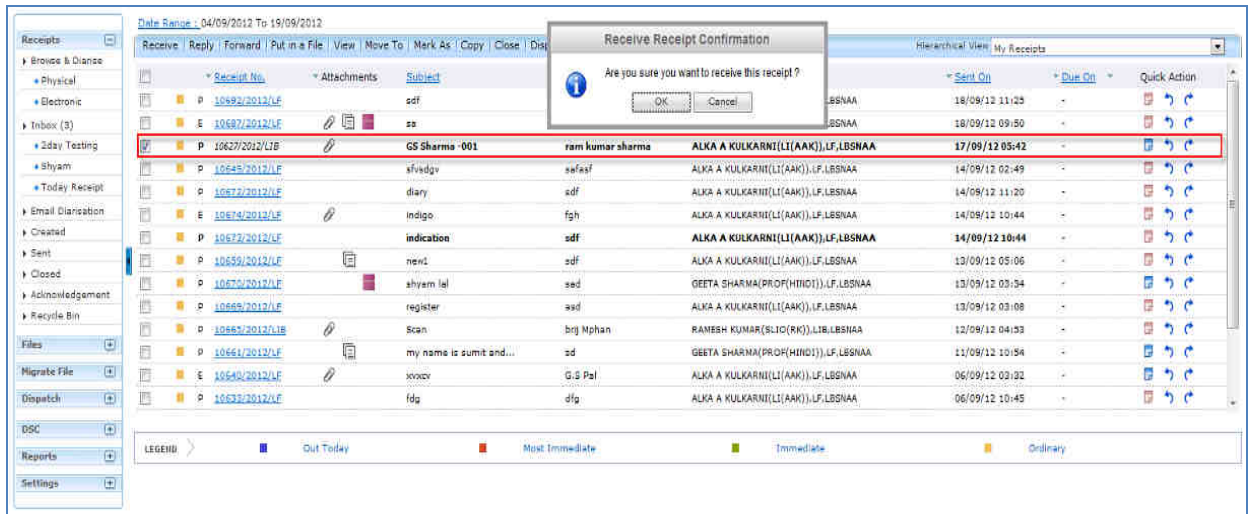


Fig.eFile. 25

Reply:

Helps the user to reply to the sender of the Receipt.

To send a reply on the receipt user has to perform the following steps:

- Select a receipt from the **Receipt** Inbox for which reply has to be send and click the '**Reply**' link, as shown in Fig.eFile.26:

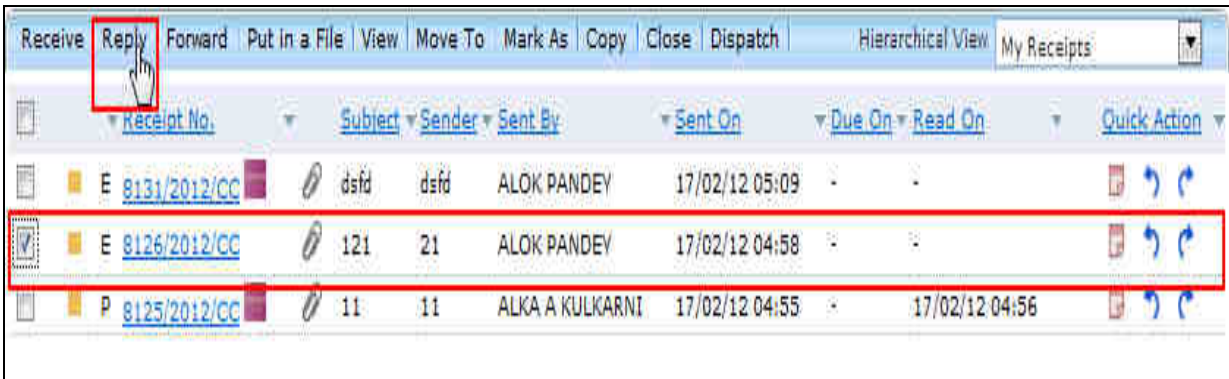


Fig.eFile. 26

- Click the '**Reply**' link, as a result the recipient gets automatically selected from the send to list, as shown in Fig.eFile.27:

Send

Receipt Number : 1886/2011/ADMCON

Subject : test

To : Rathindra Nath Mukherjee--PA (DM)

Cc : [Empty]

Set Due Date : [Date Picker] 17

Action : Choose One

Priority : Choose One

Total 1000 character left

Remarks : [Text Area]

Send

Fig.eFile. 27

- Enter the '**CC**' option if user wants to mark a copy of receipt to other users also.
- Provide the **Due date** (if required) for the receipt using the **calendar** (17) link adjacent to the Due Date text box.

- Select the **Action** which has been taken on the receipt from the dropdown menu as shown in Fig.eFile.28:

The screenshot shows a 'Send' dialog box with the following fields and values:

- Receipt Number: 1886/2011/ADMCON
- Subject: test
- To: Rathindra Nath Mukherjee--PA (DM)
- Cc: Rathindra Nath Mukherjee--PA (DM)
- Set Due Date: 30/08/2011
- Action: A dropdown menu is open, showing options: Choose One, Forward (highlighted), Approve, Pl. Discuss, Give Time, Pl. Call, Fix a meeting, and Response.
- Priority: (empty)
- Remarks: (empty text box)

A 'Send' button is located at the bottom right of the dialog box.

Fig.eFile. 28

- Select the **Priority** (if required) of the receipt from the dropdown menu.
- Type the **remarks** (if required) in the Remarks text box, and click the **Send** () button as shown in Fig.eFile.29:

Send

Receipt Number :- **1886/2011/ADMCON**

Subject :- **test**

To : Rathindra Nath Mukherjee--PA (DM)-

Cc : Debprosad Dey--LDA(DPR)--Confide

Set Due Date: 17

Action: Choose One

Priority: Choose One

Total 1000 character left

Remarks:

Fig.eFile. 29

As a result, the receipt is sent to the intended recipient. Then, the user will be redirected to the **Sent Receipts** page, displaying the list of all the sent receipts along with the newly sent receipt, as shown in Fig.eFile.30.

Forward Mark As View Copy							
	Receipt No.		Subject	Sender	Sent to	Sent On	Due On
<input type="checkbox"/>	E 8126/2012/CC		121	21	ALOK PANDEY	17/02/12 05:24	-
<input type="checkbox"/>	E 8128/2012/CC		Hi	21	ALOK PANDEY	17/02/12 05:01	-
<input type="checkbox"/>	E 8126/2012/CC		121	21	ALOK PANDEY	17/02/12 04:58	-
<input type="checkbox"/>	P 8125/2012/CC		11	11	ALKA A KULKARNI	17/02/12 04:53	-
<input type="checkbox"/>	E 8123(1)/2012/CC		acr related	ram mohan	AJAY KUMAR	17/02/12 01:16	17/02/12 12:00
<input type="checkbox"/>	E 8123/2012/CC		acr related	ram mohan	BIKRAM SINGH	17/02/12 01:16	17/02/12 12:00
<input type="checkbox"/>	E 8122(1)/2012/CC		acr related	ram mohan	BIKRAM SINGH	17/02/12 01:09	17/02/12 12:00
<input type="checkbox"/>	E 8122(1)/2012/CC		acr related	ram mohan	BIKRAM SINGH	17/02/12 01:09	17/02/12 12:00
<input type="checkbox"/>	E 8122/2012/CC		acr related	ram mohan	ALKA A KULKARNI	17/02/12 01:09	17/02/12 12:00
<input type="checkbox"/>	E 8117/2012/CC		sda	dsdd	GARIMA YADAV	17/02/12 12:54	-
<input type="checkbox"/>	P 8118/2012/CC		sdds	sds	AJAY KUMAR DHIMAN	17/02/12 12:54	-
<input type="checkbox"/>	P 8119/2012/CC		training of the Empl...	Raj Kanwar	ALKA A KULKARNI	17/02/12 12:51	24/02/12 12:00

Fig.eFile. 30

Forward:

Helps the user to forward a particular receipt/s to one or more recipients at a time.

User cannot forward multiple nature receipts. i.e. Receipts with Physical nature and Electronic nature cannot be send simultaneously.

To Forward a Receipt/s, user has to perform following steps:

Select receipt/s from the Receipt Inbox which needs to be forwarded and click the **'Forward'** link, as shown in Fig.eFile.31:

Receipt No.	Subject	Sender	Sent By	Sent On	Due On	Read On	Quick Action
E 8126/2012/CC	121	21	ALOK PANDEY	17/02/12 05:24	-	-	[Icons]
E 8131/2012/CC	dsfd	dsfd	ALOK PANDEY	17/02/12 05:09	-	-	[Icons]
P 8125/2012/CC	11	11	ALKA A KULKARNI	17/02/12 04:55	-	17/02/12 04:56	[Icons]

Fig.eFile. 31

- Click the **Forward** link, as a result the **'Send'** page will appear, as shown in Fig.eFile.32:

Send

Receipt Number : 1886/2011/ADMCON

Subject : test

To:

Cc:

Set Due Date:

Action:

Priority:

Total 1000 character left

Remarks:

Fig.eFile. 32

- Either directly enter the name in the **'To'** option or click the **'To'** link to select the marking abbreviation of the recipient from the list box, as shown in Fig.eFile.33:

Movements | Details | Edit | Forward | Put in a File | Copy | Close | Dispatch | View Draft | Attach File | Attach Receipt

Send

Receipt Number : 10220/2012/CC
Subject : sdfsdf

To : [List of users and departments]

Set Due Date : [Calendar icon]

Action : [Dropdown menu]

Priority : [Dropdown menu]

Remarks : [Text area]

Send as sticky note

Send

Fig.eFile. 33

- Enter the 'CC' option if user wants to mark a copy of receipt to other users also.
- Provide the **Due date** (if required) for the receipt using the **calendar** (17) link adjacent to the Due Date text box.
- Select the **Action** which has been taken on the receipt from the dropdown menu as shown in Fig.eFile.34:

Send

Receipt Number : 1886/2011/ADMCON
Subject : test

To : Rathindra Nath Mukherjee-- PA (DM)-

Cc : Debprosad Dey--UDA(DPR)--Confide

Set Due Date : [Calendar icon]

Action : Choose One (dropdown menu open)

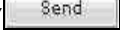
Priority : [Dropdown menu]

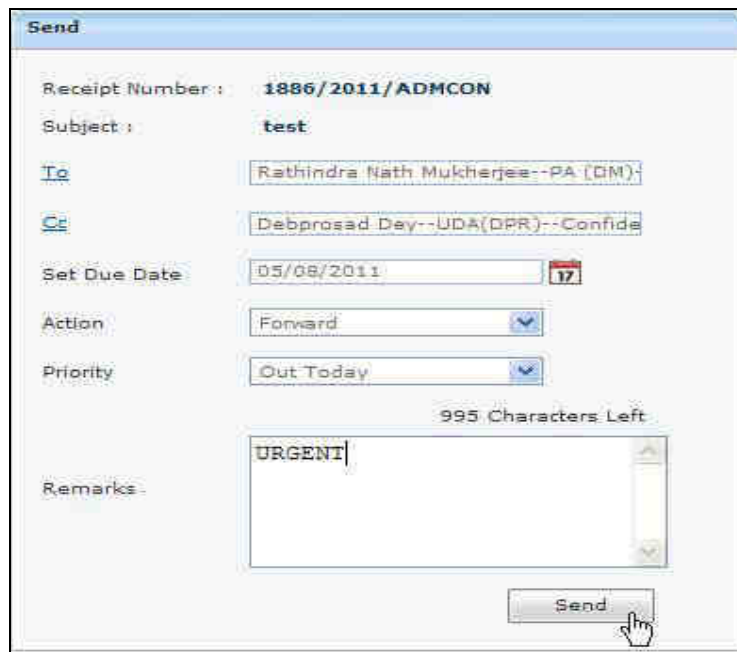
Remarks : [Text area]

Send

Fig.eFile. 34

- Select the **Priority** (if required) of the receipt from the dropdown menu.

- Type the **remarks** (if required) in the Remarks text box and click the **Send** () button, as shown in Fig.eFile.35:




Send


Receipt Number : **1886/2011/ADMCON**


Subject : **test**

To : Rathindra Nath Mukherjee--PA [DM]

Cc : Debprosad Dey--UDA(DPR)--Confide

Set Due Date : 05/08/2011 

Action : Forward 

Priority : Out Today 

995 Characters Left

Remarks : URGENT


Send 

Fig.eFile. 35

As a result, the scanned and created receipt is sent to the intended recipient.

Then, the user will be redirected to the **Sent Receipts** page, displaying the list of all the sent receipts along with the newly sent receipt, as shown in Fig.eFile.36:

Date Range : 03/09/2012 To 18/09/2012

Forward | Mark As | View | Copy

Receipt No.	Attachments	Subject	Sender	Sent to	Sent On	Due On
P 10400/2012/LF		sdasd	xyz	ALKA A KULKARNI	18/09/12 12:19	14/09/12 12:00
P 10400/2012/LF		sdasd	xyz	ALKA A KULKARNI	13/09/12 12:52	14/09/12 12:00
P 10400/2012/LF		sdasd	xyz	ALKA A KULKARNI	13/09/12 12:12	-
P 10399/2012/LF		dfgdfg	fghd	ALKA A KULKARNI	12/09/12 03:17	-

LEGEND > ■ Out Today ■ Most Immediate ■ Immediate ■ Ordinary

Fig.eFile. 36

Put in a File:

Helps the user to attach a receipt/s to a concerned file.

To attach a Receipt/s under the file, user has to perform following steps:

- Select receipt/s from the Receipt Inbox which needs to be Put in a File, as shown in Fig.eFile.37:

Receive Reply Forward **Put in a File** View Move To Mark As Copy Close Dispatch Hierarchical View My Receipts

Receipt No.	Subject	Sender	Sent By	Sent On	Due On	Read On	Quick Action
E 8126/2012/CC	121	21	ALOK PANDEY	17/02/12 05:24	-	-	
E 8131/2012/CC	dsfd	dsfd	ALOK PANDEY	17/02/12 05:09	-	-	
P 8125/2012/CC	11	11	ALKA A KULKARNI	17/02/12 04:55	-	17/02/12 04:56	

Fig.eFile. 37

- Click the **Put in a File** link, as a result list of files will appear, as shown in Fig.eFile.38:

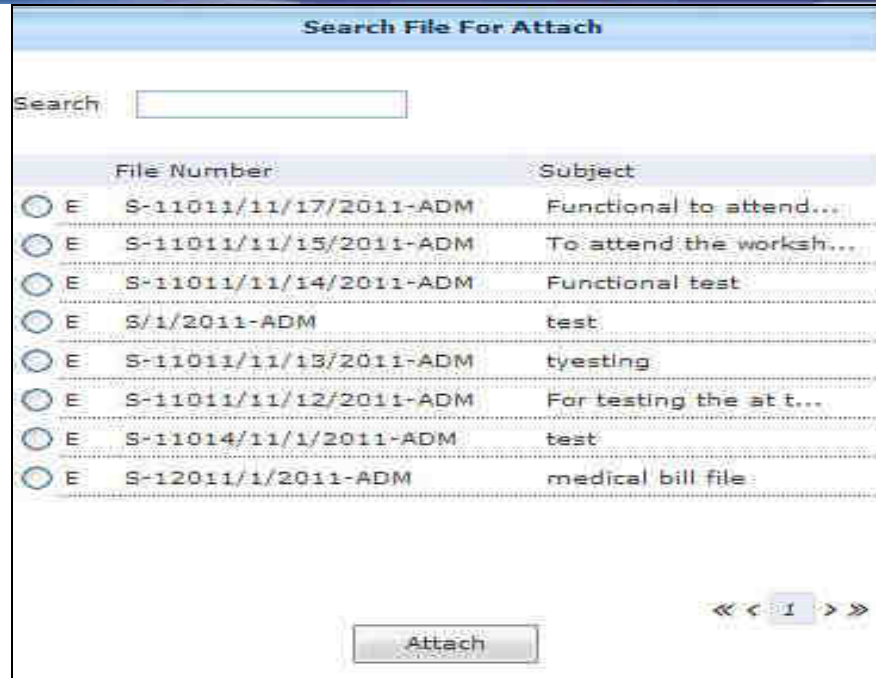


Fig.eFile. 38

The list contains files which are present in 'Created' or 'Inbox' section of File.

- Select a file in which the receipt needs to be attached, as shown in Fig.eFile.39:

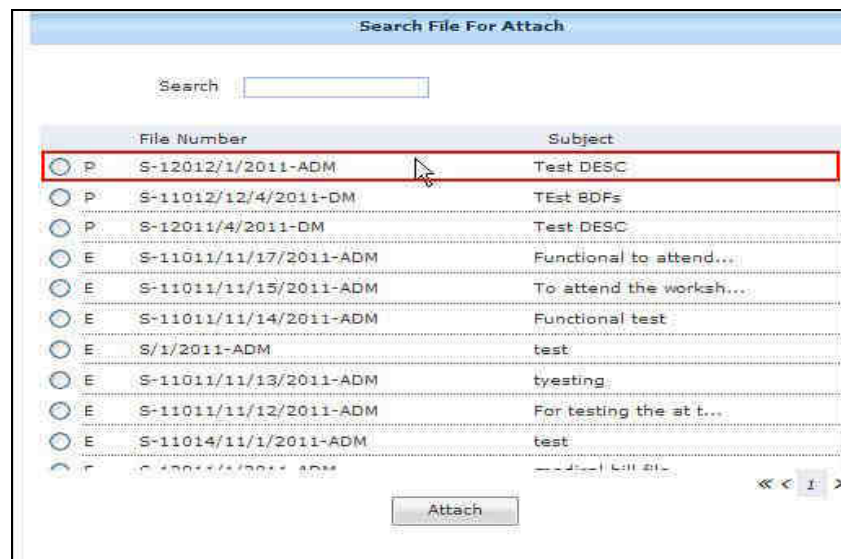


Fig.eFile. 39

- Click the **Attach** () button (Fig.eFile.44), as a result the receipt gets attached under the selected file.

View:

Helps the user to list the receipts depending upon its current state. i.e. (Unread, Read, Followed Up, Physical, Electronic, All)

To use this option, user has to perform following steps:

Move the cursor on **View** link, a drop down menu will appear with the following options as shown in Fig.eFile.40:

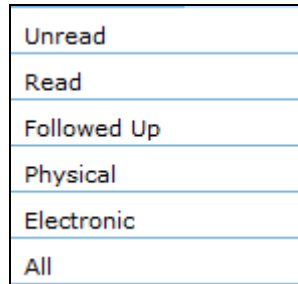


Fig.eFile. 40

- i. **Unread-** Click the **Unread** from the dropdown menu to view **unread receipts** as shown in Fig.eFile.41:

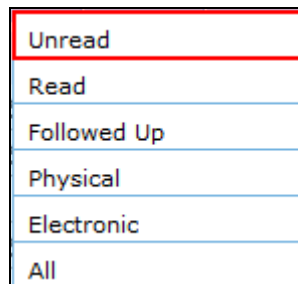


Fig.eFile. 41

- ii. **Read-** Click the **Read** from the dropdown menu to view **read receipts** as shown in Fig.eFile.42:

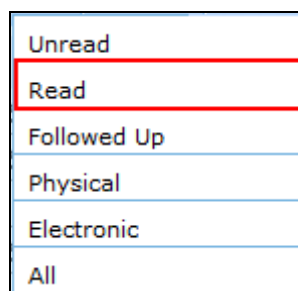


Fig.eFile. 42

- iii. **Followed Up-** Click the **Followed Up** from the dropdown menu to view the receipts on which the user has marked a follow up, as shown in Fig.eFile.43:

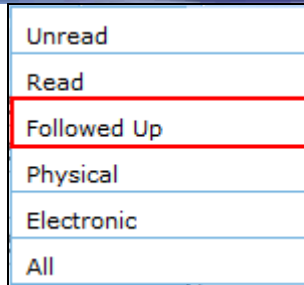


Fig.eFile. 43

- iv. **Physical**-Click the **Physical** from the dropdown menu to view the Physical nature receipts, as shown in Fig.eFile.44:

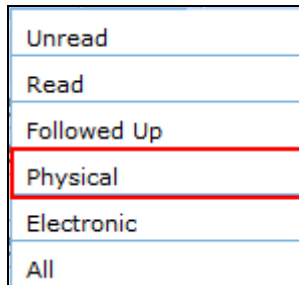


Fig.eFile. 44

- v. **Electronic**-Click the **Electronic** from the dropdown menu to view the Electronic nature receipts, as shown in Fig.eFile.45:

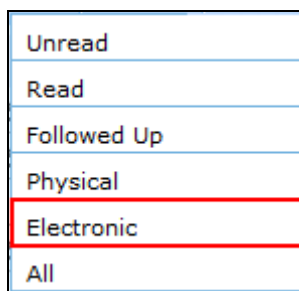


Fig.eFile. 45

- vi. **ALL**-Click the **ALL** from the dropdown menu to view the All receipts altogether, as shown in Fig.eFile.46:

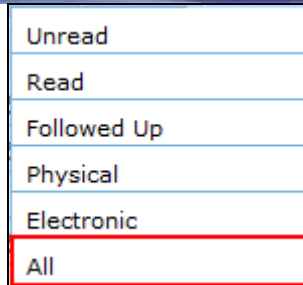


Fig.eFile. 46

Move To:

Helps the user to create **New Folders** and manage **Existing Folders**.

To create **New Folder** or to manage existing ones, user has to perform following steps:

- Select receipt/s from the Receipt Inbox which needs to be moved to new Folder.
- Move the cursor on **Move To**, a drop down menu will appear with the following options i.e. (**My Folders**, **Manage folders** and **Create New folder**) as shown in Fig.eFile.47:



Fig.eFile. 47

- My Folders**-Click the **My Folders** link from the dropdown menu to view the Receipt inbox and its subfolders.
- Manage Folders**-Click the **Manage Folders** link from the dropdown menu to **Delete** or **Edit** the folders created under Receipt Inbox.
- Create New Folder**- Click the **Create New Folder** link from the dropdown menu to create a new folder under Receipt inbox

To create a new Folder user has to perform following steps:

- Click the **Create New Folder** option, as shown in Fig.eFile.48:

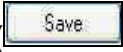


Fig.eFile. 48

As a result following screen appears, as shown in Fig.eFile.49:

A screenshot of a web form for creating a new folder. It contains two input fields: 'Folder Name' with an empty text box, and 'Created in' with a dropdown menu showing 'Choose One'. Below the fields are two buttons: 'Save' and 'Clear'.

Fig.eFile. 49

- Enter the **New Folder name** and select the Folder in which new folder is creating and click the **Save** () button, as shown in Fig.eFile.50:

A screenshot of the same web form as in Fig.eFile.49. The 'Folder Name' field now contains the text 'Training'. The 'Created in' dropdown menu is open, showing 'Receipt Inbox' selected. A mouse cursor is pointing at the 'Save' button.

Fig.eFile. 50

As a result new Folder is created in specified Folder.

Mark As:

Helps the user to create a **New Follow Up** which keeps a track of a receipt, by alert mode, follow up action and specifying time to receive follow up on any corresponding receipt and also 'Mark As' option helps to **remove** the existing follow up.

To create a new follow up on a receipt user has to perform the following steps:

- Select the receipt on which follow up need to be created and click the **New Follow Up** option under 'Mark As' Link, as shown in Fig.eFile.51:

Date Range : 28/06/2012 To 13/07/2012

Receive Reply Forward Put in a File View Move To Mark As Copy Close Dispatch Hierarchical View My Receipts

Receipt No.	Attachments	New Followup	Remove Followup	Sender	Sent By	Sent On	Due On	Quick Action
P 10100/2012/E&C		departmental secur...		Ram Kumar Gupta	ALKA A KULKARNI	13/07/12 10:59	-	
P 10103/2012/E&C		food and tech1		dsf	ALKA A KULKARNI	13/07/12 10:55	-	
E 10107/2012/CC		gfxg		asd	ALOK PANDEY	13/07/12 10:27	-	
P 9864/2012/E&C		release1		sadf	ALKA A KULKARNI	12/07/12 05:10	-	
P 10096(1)/2012/PRT		22		asd	DINESH CHANDRA LOHANI	12/07/12 05:07	-	
P 10097(1)/2012/LF		Condustr Rules Intima...		ram manohar	DINESH CHANDRA LOHANI	12/07/12 05:07	-	
P 9117/2012/CC		asd		asd	ALKA A KULKARNI	12/07/12 05:06	-	
P 9825/2012/E&C		new2		fgh	ALKA A KULKARNI	12/07/12 05:06	-	
P 9240(2)/2012/PRT		rrr		rrr	ALKA A KULKARNI	12/07/12 03:02	-	
P 9953/2012/LF		test		ram manohar	ALKA A KULKARNI	12/07/12 03:02	-	
P 10047/2012/LF		Appointments....		G G Kapoor	ALKA A KULKARNI	12/07/12 03:02	-	
P 10056/2012/LF		bug		asd	ALKA A KULKARNI	12/07/12 03:02	-	
P 10037/2012/LF		assd		AS	ALKA A KULKARNI	12/07/12 03:02	-	
P 10071/2012/LF		system1		asd	ALKA A KULKARNI	12/07/12 03:02	-	

LEGEND > Out Today Most Immediate Immediate Ordinary

Fig.eFile. 51

As a result **Follow up** screen will appear as shown in Fig.eFile.52:

Followup

Followup Severity

Urgent

Normal

Enter a Follow Up action

Alert Mode

Email

SMS

Both

None

When to Follow Up

16/02/2012 5 : 57 PM

Save Cancel

Fig.eFile. 52

- Select the **Follow up Severity** and fill in the other essential details as shown in Fig.eFile.53:

Followup

Followup Severity

Urgent

Normal

Enter a Follow Up action

Forward the Receipt

Alert Mode

Email

SMS

Both

None

When to Follow Up

29/04/2012 5 : 57 PM

Save Cancel

Fig.eFile. 53

- Click the **Save** () button (Fig.eFile.53) as a result **Follow up** will be created.

Copy:

Helps the user to copy the metadata fields automatically and send it to other eOffice user. User can edit the metadata fields as per requirement and after clicking the '**Generate Receipt**' button a new Receipt no. will be allocated to the copied receipt.

Close:

Helps the user to close a receipt.

The receipt in which draft is created and not been dispatched cannot be closed. For that draft needs to be dispatched first then the receipt can be closed.

To close a receipt, user has to perform the following steps:

- Select the receipt which needs to be close and click the '**Close**' link, as shown in Fig.eFile.54:

Receipt No.	Subject	Sender	Sent By	Sent On	Due On	Read On	Quick Action
E 8126/2012/CC	121	21	ALOK PANDEY	17/02/12 05:24	-	-	[Close] [Refresh] [Print]
E 8131/2012/CC	dstd	dstd	ALOK PANDEY	17/02/12 05:09	-	-	[Close] [Refresh] [Print]
P 8125/2012/CC	11	11	ALKA A KULKARNI	17/02/12 04:55	-	17/02/12 04:56	[Close] [Refresh] [Print]

Fig.eFile. 54

As a result the '**Closing Confirmation**' message appears, as shown in Fig.eFile.55:

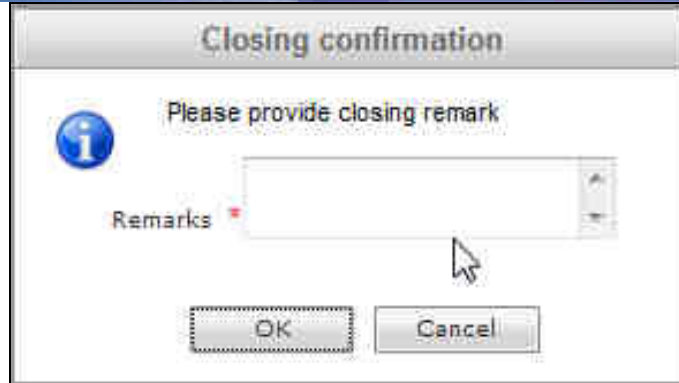


Fig.eFile. 55

- Enter the remarks and click the 'OK' () button, as shown in Fig.eFile.56:

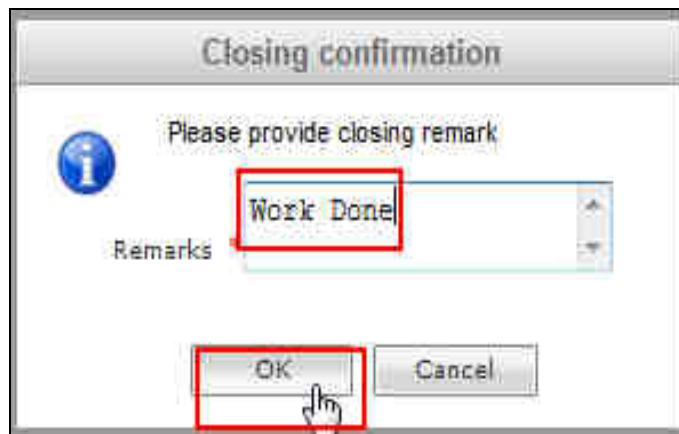


Fig.eFile. 56

As a result the receipt moves to the 'Closed' section of receipts.

Dispatch:

Helps the user to **Dispatch** a receipt.

The dispatch process for Physical and Electronic Receipt is explained below:

To dispatch Physical Receipt, user has to perform following steps:

- Select the physical receipt which needs to be dispatched and click the 'Dispatch' link, as shown in Fig.eFile.57:

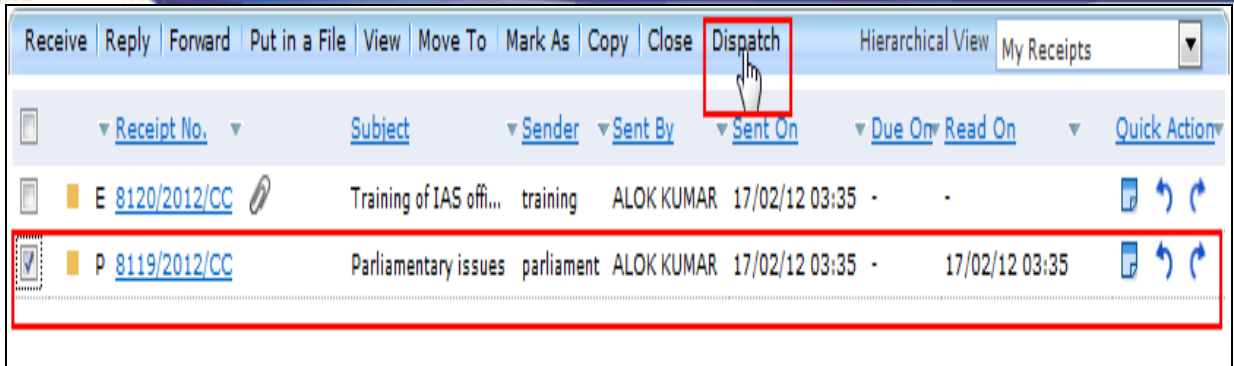


Fig.eFile. 57

As a result the **Dispatch** page appears, as shown in Fig.eFile.58 & 59:

Dispatch			
Postal Details			
Postal Mode	Choose One ▾	Postal Charge	0
Medium	Choose One ▾	Weight	0
Out Register Details			
Peon Book No		Out Date	<input type="text"/> 17
Peon Name	Choose One ▾	Out Time	<input type="text"/>
Peon Code	Choose One ▾	Delivery Status	No ▾
		Delivery Date	<input type="text"/> 17
		Delivery Time	<input type="text"/>
Receipt Details			
<input checked="" type="radio"/> Reply <input type="radio"/> New/Fresh			
Receipt Number	10097(1)/2012/L ▾	Nature of Reply	Choose One ▾
Reply Type	Choose One ▾	GO Prefix	Choose One ▾
Reminder Date	<input type="text"/>		
Subject* (Maximum of 250 Characters)	(CC)-Conduct Rules Intimation. update		
Communication Details			
Ministry	CABINET SECRETARIAT ▾		
Department	Choose One ▾		
Name*	ram manohar		
Designation	tester		
Address 1 *	delhi		
Address 2	new delhi		
Email	ram@gmail.com		
Organization	GPL ▾		
Country	INDIA ▾		
State	Delhi ▾		
Pincode	121212		
Telephone	121212121212		
Fax	<input type="text"/>		
<input type="button" value="Clear Fields"/>			

Fig.eFile. 58

The screenshot displays the eoffice web application interface. On the left, there is a navigation menu with options: Created, Sent, Closed, Acknowledgement, Recycle Bin, Files, Migrate File, Dispatch, DBC, Reports, and Settings. The main content area is a form for creating a document. It is divided into several sections:

- Receipt Details:** Includes fields for Receipt Number (11298/2012/12), Reply Type (Choose One), Nature of Reply (Choose One), and GO Prefix (Choose One).
- Subject:** A text field containing "dfgdfg".
- Communication Details:** Includes fields for Ministry (Choose One), Department (Choose One), Name* (fgfd), Designation, Address 1* (dfgdfg), Address 2, Email, Organization (Choose One), Country (INDIA), State (Choose One), Pincode, Telephone, and Fax.
- Attachment:** A file upload field with "Browse" and "Upload" buttons.
- Dispatch Options:** "Dispatch By Self" and "Dispatch By CRU" buttons.

At the bottom of the page, there is a footer with the text: "Powered by National Informatics Centre", "Site is best viewed in 1024x768 pixels resolution", and "Copyright © , NIC".

Fig.eFile. 59

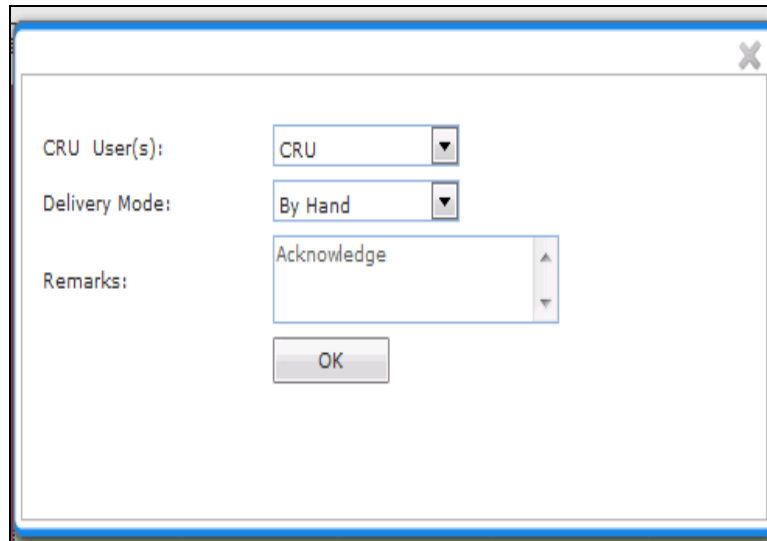
- Select the 'Reply Type', 'Nature of Reply' and other required fields, as shown in Fig.eFile.60:

Dispatch			
Postal Details			
Postal Mode	Choose One	Postal Charge	0
Medium	Choose One	Weight	0
Out Register Details			
Peon Book No		Out Date	
Peon Name	Choose One	Out Time	
Peon Code	Choose One	Delivery Status	No
		Delivery Date	
		Delivery Time	
Receipt Details			
<input checked="" type="radio"/> Reply <input type="radio"/> New/Fresh			
Receipt Number	10097(4)/2012/L		
Reply Type	Final	Nature of Reply	DO Letter
Reminder Date		GO Prefix	Choose One
Subject* (Maximum of 250 Characters) (CC)-Conduct Rules Intimation. update			
Communication Details			
Ministry	CABINET SECRETARIAT		
Department	Choose One		
Name*	ram manohar		
Designation	tester		
Address 1 *	delhi		
Address 2	new delhi		
Email	ram@gmail.com		
Organization	GPL		
Country	INDIA		
State	Delhi		
Pincode	121212		
Telephone	99881561162		
Fax			
Clear Fields			

Fig.eFile. 60

Now the user has 2 options after filling the required metadata fields which are 'Dispatch By Self' and 'Dispatch By CRU'.

- If user selects 'Dispatch By Self' option, then the physical receipt will be dispatched that same moment and also the receipts gets closed and moves to 'Closed' section of receipt.
- If user selects 'Dispatch By CRU' option, a popup appears. Popup contains the list of all the users mapped with CRU section (if any), **Delivery Mode** and **Remarks**, as shown in Fig.eFile.61:



The image shows a software dialog box with a blue border and a close button (X) in the top right corner. It contains three input fields and an OK button. The first field is labeled 'CRU User(s):' and has a dropdown menu with 'CRU' selected. The second field is labeled 'Delivery Mode:' and has a dropdown menu with 'By Hand' selected. The third field is labeled 'Remarks:' and has a text area containing the word 'Acknowledge'. Below the text area is an 'OK' button.

Fig.eFile. 61

In this case no user is mapped with CRU section. All issues will be sent directly to SO (CRU). Once issue is sent to CRU section, user can Copy the dispatch data with the help of '**Copy Dispatch Data**' option available and send to other concerned Organization (if required), as shown in Fig.eFile.62:

The screenshot displays the 'Dispatch' module interface. It is divided into several sections:

- Postal Details:** Includes fields for Postal Mode, Medium, Postal Charge, and Weight.
- Out Register Details:** Includes fields for Peon Book No, Peon Name, Peon Code, Out Date, Out Time, Delivery Status, Delivery Date, and Delivery Time.
- Receipt Details:** Includes fields for Receipt Number, Reply Type, Reminder Date, Nature of Reply, and GO Prefix.
- Communication Details:** Includes fields for Ministry, Department, Name, Designation, Address 1, Address 2, Email, Organization, Country, State, Pincode, Telephone, and Fax.

A success message is displayed: "Dispatched successfully with no. : I/822/2012". At the bottom, a "Copy Dispatch Data" button is highlighted with a red box.

Fig.eFile. 62

In case no user is mapped the dispatch is directly sent to the CRU.

As a result the receipt is dispatched to the selected CRU user (if any) and status of the dispatch record can be viewed from **Sent** sub module under the **Dispatch** module. The dispatched record is seen in the inbox of the CRU section under the Dispatch module and the record is dispatched outside physically and metadata details are entered in the application (Refer CRU Dispatch).

Quick Actions: - There are some useful links given in inbox for Quick Actions such as:

- ❖ **Latest Remarks** (📄) - Shows latest remark given on any particular receipt.
- ❖ **Reply** (↩) - It facilitates the user to reply to the sender of the receipt.
- ❖ **Forward** (➡) - Forward a particular receipt to one or more recipient at a time.

There are 11 links provided when opening up a receipt (Electronic):

- a) **Movement:** User can use this option to track the **Movements** of the receipt which automatically gets updated as Receipt moves further.
- b) **Details:** User can use this option to view the details of the generated receipts such as Dispatch History, Referenced files and Referenced Receipts, as shown in Fig.eFile.63:

Receipt No :	9482(1)/2012/LF
Subject :	dsadasda
From :	dsadsad
Designation :	dsadsadas
Address :	dsadsad
Main Category :	All tendering process
Sub Category :	
Sent Date :	12/06/12 02:57
Opening Date :	12/06/12 02:56
Letter Reference No :	
Letter Date :	

Dispatch History				
Dispatch Number	Subject	Dispatch Date	Sent Through	Dispatch Mode

Referenced Files				
File Number	Subject	Attached by		
P C-11/2/2012-LF	123	ALKA A KULKARNI		✗
E A-11011/128/2012-LF	fdsafsd	ALKA A KULKARNI		✗

Referenced Receipts		
Receipt No.	Subject	Attached by

Fig.eFile. 63

- c) **Edit:** User can use this option to edit the Metadata fields of the Receipt.

To edit a Receipt, user has to perform following steps:

- Click the **Edit** link ([Edit](#)), as a result the Metadata fields get active.

Editing of the metadata is possible after every movement of the receipt, except, Received Date, Diarised Date, Letter Date and Delivery Mode.

After making required changes in Metadata fields, click the **Save** button to save Metadata.

- d) **Forward:** User can use this option to **forward** the receipt to the intended recipient.
- e) **Put in a File:**User can use this option to attach the receipt to a concerned file.

To attach a Receipt/s in a file, user has to perform following steps:

- Click the **Put in a File** link, as a result list of files will appear on the right side of receipt, as shown in Fig.eFile.64:

The list contains files which are present in 'Created' or 'Inbox' section of File.

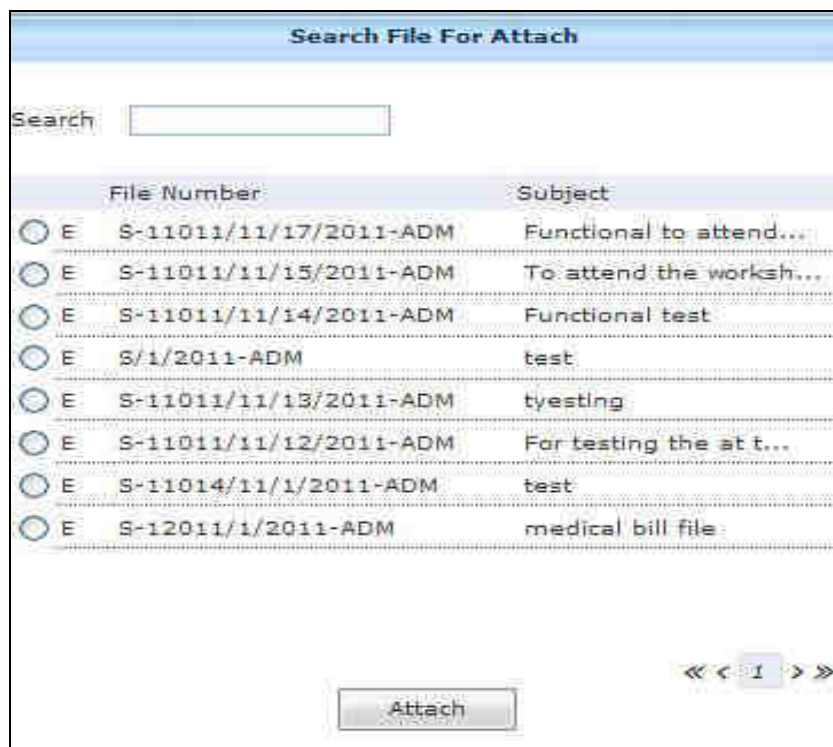


Fig.eFile. 64

- Select a file in which the receipt needs to be attached, as shown in Fig.eFile.65:

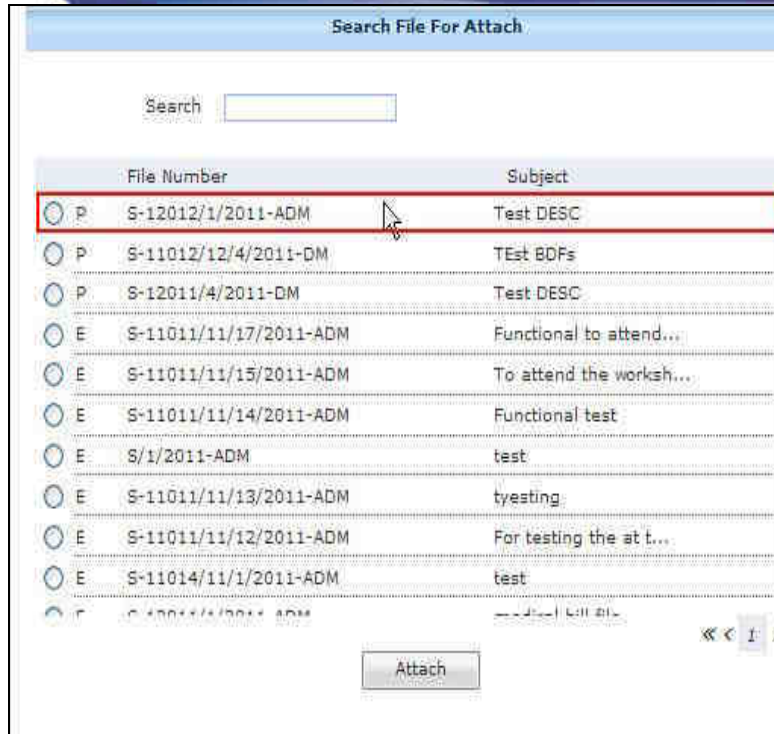


Fig.eFile. 65

Click the **Attach** () button (Fig.eFile.65), as a result the receipt gets attached to the selected file.

- f) **Copy:** User can use this option to copy the metadata fields automatically and send it to other eOffice user. User can edit the metadata fields as per requirement and after clicking the '**Generate Receipt**' button a new Receipt number will be allocated to the copied receipt.
- g) **Close:** User can use this option to close a receipt.

The receipt in which draft is created and not been dispatched cannot be closed. For that draft needs to be dispatched first then the receipt can be closed.

To close a receipt, user has to perform the following steps:

- Select the receipt which needs to be close and click the '**Close**' link, as shown in Fig.eFile.66:

Receipt No.	Subject	Sender	Sent By	Sent On	Due On	Read On	Quick Action
E 8126/2012/CC	121	21	ALOK PANDEY	17/02/12 05:24	-	-	[Icons]
E 8131/2012/CC	dstd	dstd	ALOK PANDEY	17/02/12 05:09	-	-	[Icons]
P 8125/2012/CC	11	11	ALKA A KULKARNI	17/02/12 04:55	-	17/02/12 04:56	[Icons]

Fig.eFile. 66

As a result the 'Closing Confirmation' message appears, as shown in Fig.eFile.67:

Closing confirmation

Please provide closing remark

Remarks

Fig.eFile. 67

- Enter the remarks and click the 'OK' () button, as shown in Fig.eFile.68:

Closing confirmation

Please provide closing remark

Remarks

Fig.eFile. 68

As a result the receipt moves to the '**Closed**' section of receipts.

- h) **Dispatch:** Refer to the Dispatch option under **Receipt Inbox**.
- i) **View Draft:** User can use this option to view the drafts that are already created.

View Draft option is available in Electronic Receipts only, as in Physical receipt it is directly dispatched to the concerned authority or to the CRU section.

- j) **Attach File:** Refer to the Attach File option under **Receipt inbox**.
- k) **Attach Receipt:** User can use this option to attach the working receipt/document with the other receipt(s)/Document(s) irrespective of the receipt nature. This link is visible when user opens the receipt from Receipt Inbox/Created.

Physical Receipt/Document can be attached with in an Electronic Receipt and Vice-Versa.

Also, the receipt attached with other receipts can be send to only one user at a time.

To attach other receipt(s)/Document(s) with the working receipt, user has to perform following steps:

- Click the '**Attach Receipt**' ([Attach Receipt](#)) link, as a result the list of receipt(s)/document(s) appears which are there in Inbox or the created section of Receipt, as shown in Fig.eFile.69:

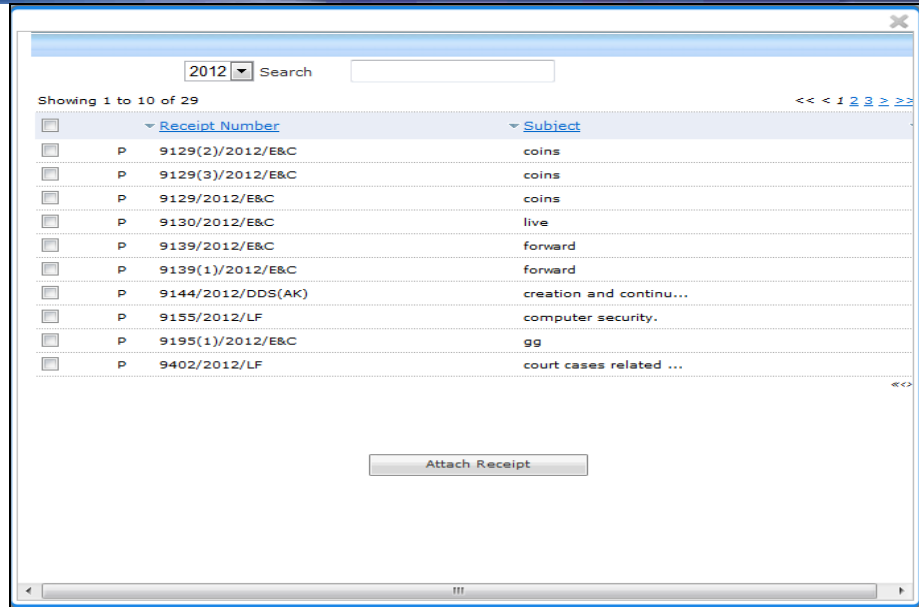


Fig.eFile. 69

- Select the Receipt(s)/Document(s) whichever are required to get attached and click the '**Attach Receipt**' button, as shown in Fig.eFile.70:

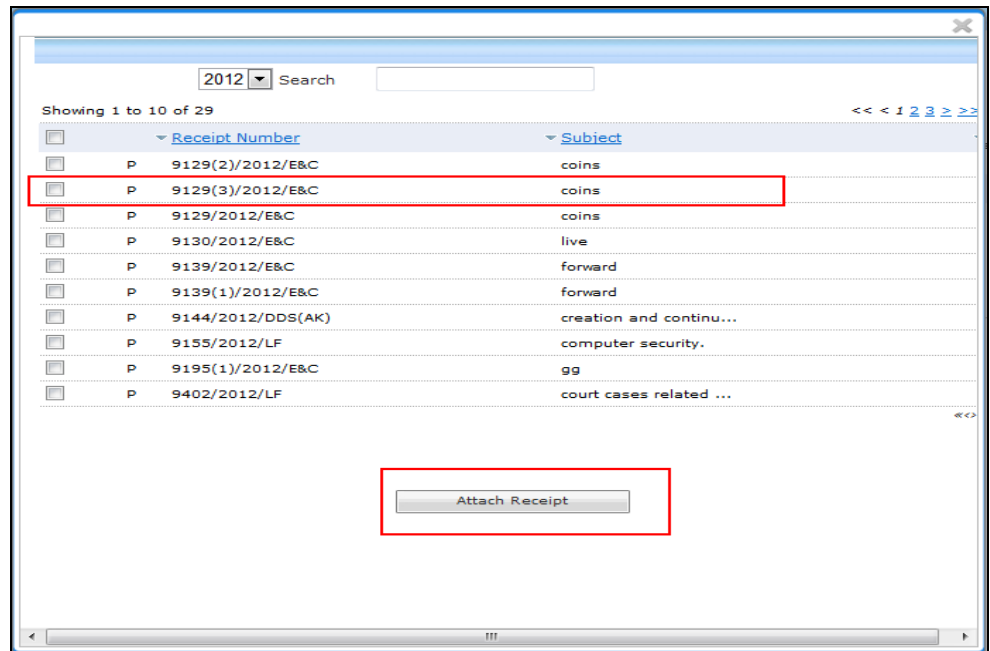


Fig.eFile. 70

As a result, '**Attach Receipt Remarks**' window appears, as shown in Fig.eFile.71:

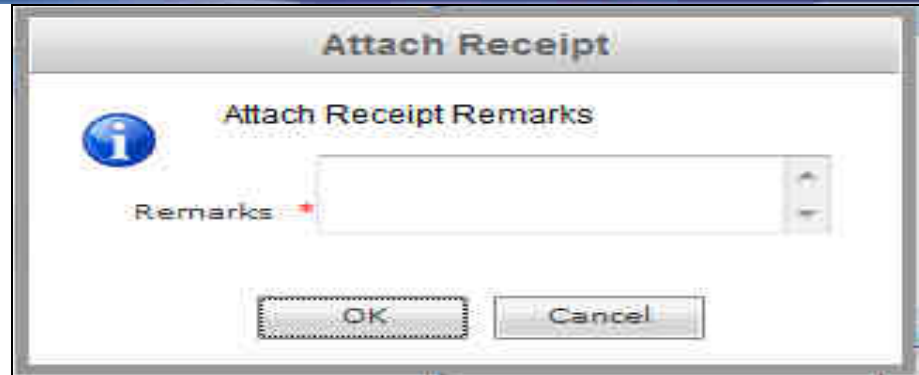


Fig.eFile. 71

- Enter the remarks and click the 'OK' button (Fig.eFile.71), as shown in Fig.eFile.72:

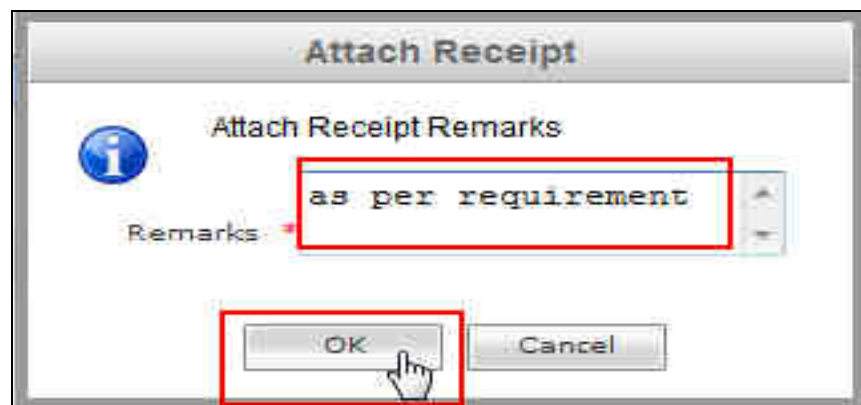


Fig.eFile. 72

As a result, the selected receipt(s) get attached to the working receipt and so reflects in Referenced Receipt section of the working receipt, a shown in Fig.eFile.73:

Movements | Details | Edit | Forward | Put in a File | Copy | Close | Dispatch | Attach File | Attach Receipt

Receipt No : 8502(2)/2012/CC
 Subject : safasf
 From : sadsad
 Designation :
 Address : dsadsad
 Main Category : All Meetings related matters
 Sub Category :
 Sent Date : 19/06/12 12:42
 Opening Date : 19/03/12 11:42
 Letter Reference No :
 Letter Date :

Dispatch History

Dispatch Number	Subject	Dispatch Date	Sent Through	Dispatch Mode
1/264/2012	safasf	26/3/12 2:13 PM	LI(AAK) (Self)	

Referenced Files

File Number	Subject	Attached by
-------------	---------	-------------

Referenced Receipts

Receipt No.	Subject	Attached by
P 9129/2012/E&C	coins	ALKA A KULKARNI

Fig.eFile. 73

Receipts having Attached Files are not allowed to get attached in a receipt and also no action is allowed on the attached receipt till attached with the main working receipt.

Email Diarisation

During Email Diarisation, email should have been sent to the efile from NIC Email. User should select the email from NIC Email inbox and Select option Move To eFile button. Below are the steps required to perform email diarisation to efile process:

- Click the **NIC email** link, as shown in Fig.eFile.74:

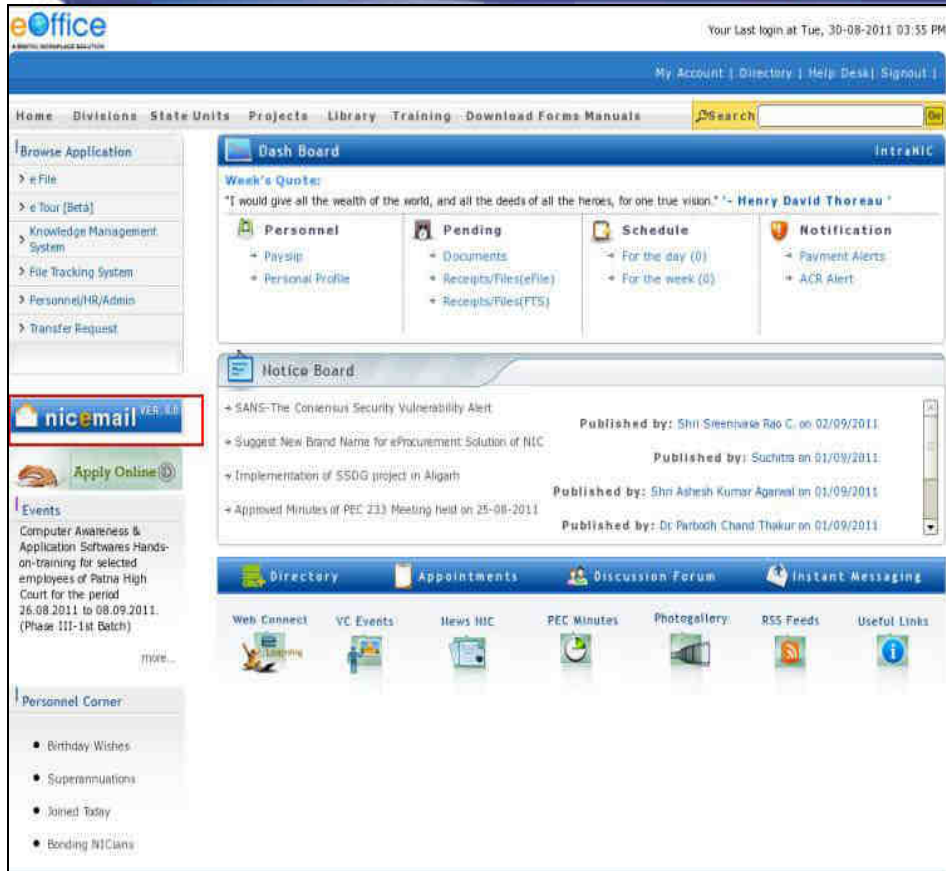


Fig.eFile. 74

As a result, **NIC email** gets open, as shown in Fig.eFile.75.

- Select the Receipt which needs to be moved to eFile Application, as shown in Fig.eFile.75:

The screenshot shows the eoffice webmail interface. At the top, the user is logged in as 'p.khetwal' on 'Tue, 30-08-2011 03:55 PM'. The interface includes a navigation menu with 'Home', 'Divisions', 'State Units', 'Projects', 'Library', 'Training', and 'Download Forms Manuals'. A search bar is located on the right. On the left, there is a 'Compose Mail' section and a folder list including 'INBOX (4088)', 'SentMail (1292)', 'TrashCan (17)', 'Drafts (0)', 'Login Notifications (644)', 'ProbablySpam (0)', 'Sent (0)', 'Trash (0)', and 'webservic.nic.in (40)'. The main area displays an 'INBOX' table with columns for 'Subject', 'From', 'Date', and 'eFile Status'. The first row is selected and highlighted with a red border. Below the table, there are action buttons: 'Fetch Unreads', 'Sync Folder', 'Delete', a dropdown menu set to 'INBOX', 'Move To', and 'Move To eFile'. The footer contains 'Copyright © 2010, NIC' and 'Powered by National Informatics Centre'.

	Subject	From	Date	eFile Status
<input checked="" type="checkbox"/>	Re: Systems to be moved to the new location/S/W st...	Kapil	14:25	Not Sent
<input type="checkbox"/>	Details of eoffice machines	shobhit rawat	14:09	Not Sent
<input type="checkbox"/>	Fwd: Systems to be moved to the new location/S/W s...	Kapil	11:24	Not Sent
<input type="checkbox"/>	RE: [Dns-request] Request for URL Mapping	divya	10:46	Not Sent
<input type="checkbox"/>	Re: Re: Regd: Eoffice application for north24 pag...	sandeep jand	10:40	Not Sent
<input type="checkbox"/>	Re: Regarding Two Servers in IDC	Kapil	10:37	Not Sent
<input type="checkbox"/>	eLeave Script	Jankit tomar	10:18	Not Sent
<input type="checkbox"/>	Guidelines New	sandeep jand	04:10	Not Sent
<input type="checkbox"/>	Dummy instance for Punjab	sandeep jand	02:24	Not Sent
<input type="checkbox"/>	Request for URL Mapping	Saroj Kumar Patro	Sep 01, 2011 04:07 PM	Not Sent

Fig.eFile. 75

- Click the **Move To eFile** button to move the selected receipt to eFile application, as shown in Fig.eFile.76

The screenshot shows the eOffice portal interface. At the top right, the user is identified as 'p.khetwal' with a last login time of 'Tue, 30-08-2011 03:55 PM'. Below this is a navigation bar with links for 'My Account', 'Directory', 'Help Desk', and 'Signout'. A main navigation menu includes 'Home', 'Divisions', 'State Units', 'Projects', 'Library', 'Training', and 'Download Forms Manuals'. A search bar is located on the right side of this menu.

On the left side, there is a 'Compose Mail' section and a list of folders: 'INBOX (4089)', 'SentMail (1292)', 'TrashCan (17)', 'Drafts (0)', 'Login Notifications (644)', 'ProbablySpam (0)', 'Sent (0)', 'Trash (0)', and '.webservices.nic.in (40)'. Below the folders is a 'Manage Folders' button.

The main content area displays an email list. A red box highlights the text '1 messages eFile-d' above the list. Below this, another red box highlights the 'Move To eFile...' button in the action bar. The email list has columns for 'Subject', 'From', 'Date', and 'eFile Status'. The first message is 'Re: Systems to be moved to the new location/S/W st...' from 'Kapil' on '14:25', with a status of 'Sent'. Other messages are marked as 'Not Sent'.

At the bottom of the page, there is a footer with 'Copyright © 2010, NIC' on the left and 'Powered by National Informatics Centre' on the right.

Fig.eFile. 76

As a result, sent message appears at top (Fig.eFile.76).

- Click the **Home** Button to move to the **Home Page** of eOffice Portal, as shown in Fig.eFile.77

The screenshot shows the eOffice portal interface. At the top left is the eoffice logo. The top right corner displays the user's name 'p.khetwal' and the last login time 'Tue, 30-08-2011 03:55 PM'. Below this is a navigation bar with links for 'My Account', 'Directory', 'Help Desk', and 'Signout'. A secondary navigation bar contains 'Home' (highlighted with a red box), 'Divisions', 'State Units', 'Projects', 'Library', 'Training', and 'Download Forms Manuals'. To the right of this bar is a search box with a 'Go' button. On the left side, there is a 'Compose Mail' button and a list of folders: 'INBOX (4989)', 'SentMail (1292)', 'TrashCan (17)', 'Drafts (0)', 'Login Notifications (644)', 'ProbablySpam (0)', 'Sent (0)', 'Trash (0)', and 'webservices.nic.in (40)'. The main content area is titled '1 messages eFile-d' and features a table of emails. The table has columns for 'Subject', 'From', 'Date', and 'eFile Status'. Below the table are buttons for 'Fetch Unreads', 'Sync Folder', 'Delete', and 'Move To'. At the bottom of the page, it says 'Copyright © 2010, NIC' and 'Powered by National Informatics Centre'.

1 messages eFile-d

Subject	From	Date	eFile Status
Re: Systems to be moved to the new location/S/W st...	Kapil	14:25	Sent
Details of eoffice machines	shobhit rawat	14:09	Not Sent
Fwd: Systems to be moved to the new location/S/W s...	Kapil	11:24	Not Sent
RE: [Dns-request] Request for URL Mapping	divya	10:46	Not Sent
Re: Re: Regd: Eoffice application for north24 par...	sandeep jand	10:40	Not Sent
Re: Regarding Two Servers in IDC	Kapil	10:37	Not Sent
eLeave Script	jankit tomar	10:18	Not Sent
Guidelines New	sandeep jand	04:10	Not Sent
Dummy instance for Punjab	sandeep jand	02:24	Not Sent
Request for URL Mapping	Saroj Kumar Patro	Sep 01, 2011 04:07 PM	Not Sent

Fig.eFile. 77

As a result, Home Page of eOffice Portal appears as shown in Fig.eFile.78

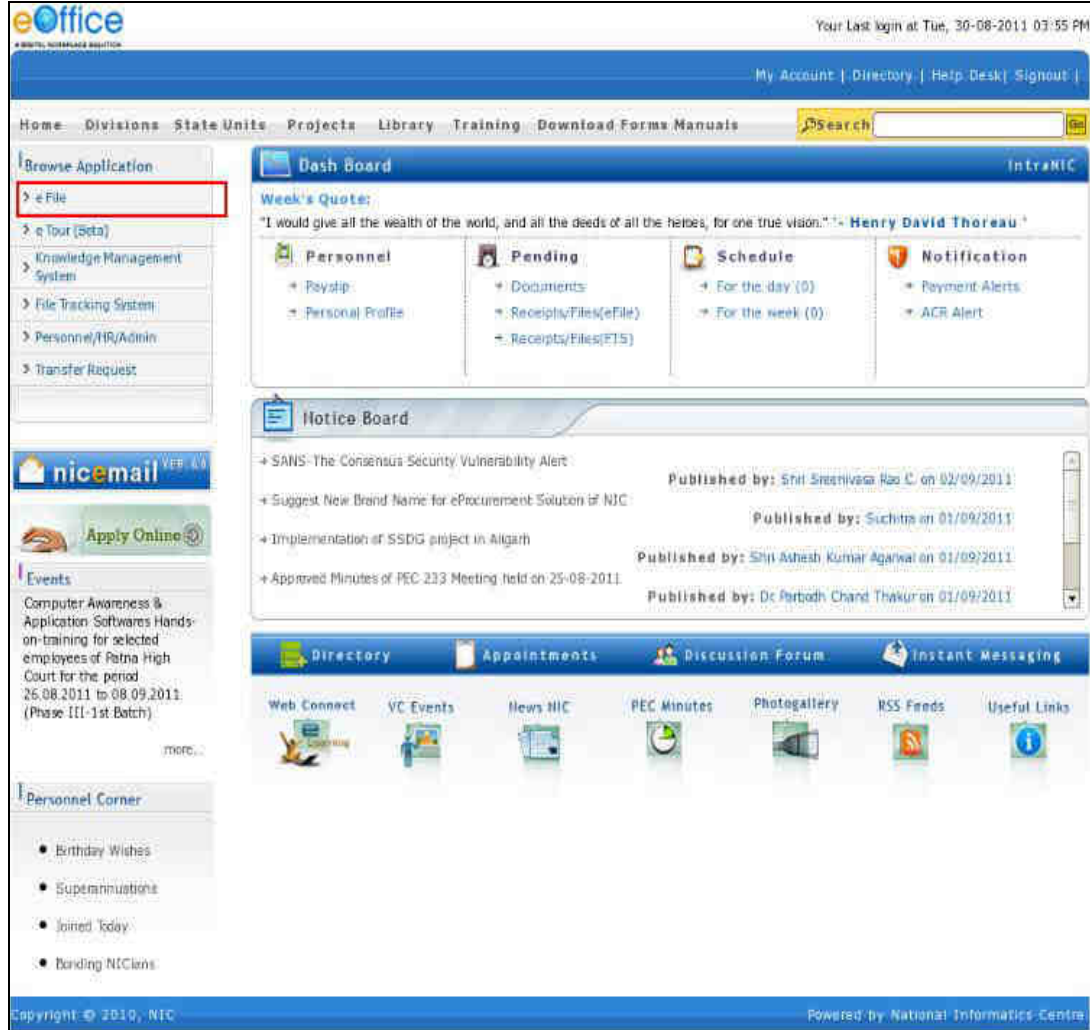


Fig.eFile. 78

- Click the **eFile** Link to move into eFile Application (Fig.eFile.78), as a result, eFile application opens as shown in Fig.eFile.79

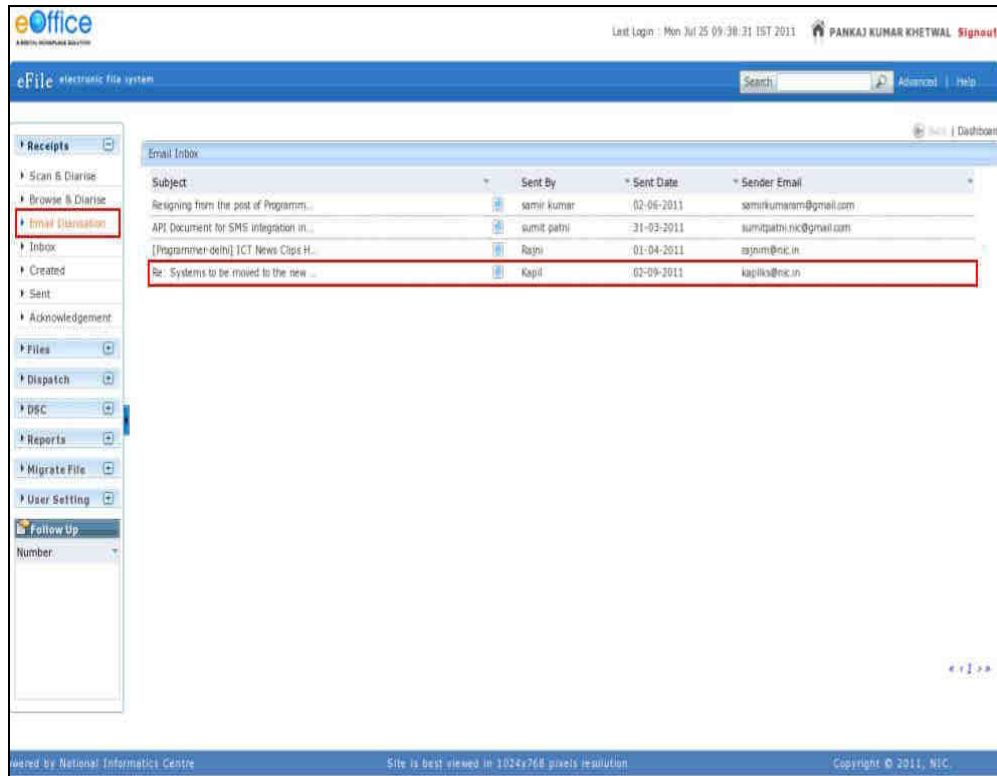


Fig.eFile. 79

- Click the **Email Diarisation** link and then click the moved receipt from the **NIC eMail** Section to diarise it (Fig.eFile.79).

As a result, **Diarisation** page appears, as shown in Fig.eFile.80

The screenshot displays the eFile system interface. On the left is a navigation menu with options like Receipts, Scan & Diarise, Browse & Diarise, Email Diarisation, Inbox, Created, Sent, Acknowledgement, Files, Dispatch, DSC, Reports, Migrate File, User Setting, Follow Up, and Number. The main area shows a scanned document with the following text:

Mo. No. 12023/779-316J
 Government of India/Minister, Law & Justice
 Ministry of Law Affairs/O-11, Mansarovar
 Department of Personnel & Administrative Reforms
 (Electronics and Information System Unit)

 Shri. P. K. Sharma, Shri. S. K. Sharma,
 New Delhi-110001, dated 02/09/2011
 OFFICE ORDER

On transfer from the Ministry of Law, Justice & Company Affairs (Department of Company Affairs) Shri. P. K. Sharma, a quasi-regular (New Statutory Appointment), is appointed as Investigator in the Department of Personnel & Administrative Reforms (Administrative Reforms Wing) in the scale of Rs. 495-15-900-Rs. 15-900-700 with effect from the forenoon of 1.7.1991 on deputation basis. He will be on deputation for a period of 3 years terminable earlier at the discretion of this Department. Other terms and conditions of his appointment will be governed under the provisions of the Ministry of Finance (Department of Depositions) G.O. No. 10(34)-S.III/60 dated 4.6.1991 as amended from time to time.

2. The pay of Shri. P. K. Sharma as Investigator on deputation basis is fixed as under:-
 Grade pay in the scale of Rs. 495-700 Rs. 610/-
 10% of grade pay. Dependent children allowance with effect from 1.7.91 1.6.1991.
 Date of next increment

(S.K. Sharma)
 Under Secretary to the Govt. of India
 Tel: 310095

23/09/2011

1. Pay & Accounts Officer, D.P.A., New Delhi.
 2. Civil Section with spare copy.
 3. Department of Company Affairs with reference to their O.M. No. PVA/MS/CA/774 dated 14.7.91.
 4. Shri. P. K. Sharma, Investigator.
 5. Personal file of the individual.
 6. Hindi Cell.
 7. Information.
 8. Office order file.

On the right, there is a 'Create Receipt' form with the following details:

Inward Correspondence

Delivery Mode: Email, Language: English
 Type: Letter, Letter Date: 02/09/2011
 Received Date: 02/09/2011, Diary Date: 02/09/2011
 Number: [blank], VIP: No
 File Number: [blank]

Sender Details

Name: KAPIL KUMAR SHARMA, e-Mail: kapilks@nic.in
 Address 1: D-122 PNH, Address 2: Laxmi Road
 Country: INDIA, Pincode: 110003
 State: DELHI, Mobile: 9918026015
 Ministry: Choose One, Telephone: 24305676
 Department: Choose One

Subject Matter

Main: Choose One
 Category: Choose One
 Subject: Re: Systems to be moved to the new location/S/W stack

At the bottom of the form is a 'Generate Receipt' button.

Fig.eFile. 80

- Diarise moved Receipt and click the **Generate Receipt** () button (Fig.eFile.80).

As a result, **Sent to Page** appears as shown in Fig.eFile.81.

View Mark As Create Part					
	Number	Subject	Sent To	Sent on	Due On
P	C/243/2012-LF	trimming	JAGMOHAN SINGH	13/07/12 03:38	-
E	B/240/2012-PRT	Ge Sharma -15	GEETA SHARMA	13/07/12 03:29	-
P	A-11011/236/2012-LIB	File 7878	GEETA SHARMA	13/07/12 03:15	-
E	A-11011/239/2012-LIB	Haryana Roadways	GEETA SHARMA	13/07/12 03:15	-
E	A/146/2012-LF	file0555	DINESH CHANDRA LOHANI	13/07/12 03:08	-
E	B/237/2012-EMC	test	DINESH CHANDRA LOHANI	13/07/12 03:08	-
P	C/207/2012-LF	test	RAMESH KUMAR	13/07/12 10:53	-
P	D/129/2012-PRT	11	RAMESH KUMAR	13/07/12 10:53	-
P	C/234/2012-LF	pull back	RAMESH KUMAR	13/07/12 10:53	-
E	A/23/2012-LF	Sandy Test 21	JAGMOHAN SINGH	12/07/12 05:11	-
E	C/232/2012-LF	asdf	JAGMOHAN SINGH	12/07/12 05:11	-
P	C/234/2012-LF	pull back	DINESH CHANDRA LOHANI	12/07/12 05:02	-
E	PANDITJI	Pandit ji	DINESH CHANDRA LOHANI	12/07/12 02:57	-
P	C/207/2012-LF	test	DINESH CHANDRA LOHANI	12/07/12 02:45	13/07/12 12:00

LEGEND > ■ Out Today ■ Most Immediate ■ Immediate ■ Ordinary

Fig.eFile. 81

Created:

Created option contains a list of all the receipts that has been diarised by the user but not being marked/sent. User can view all the created receipts, by clicking on ‘Created’ link under the Receipts section. As a result the, **Create Receipts** screen appears, as shown in Fig.eFile.82:

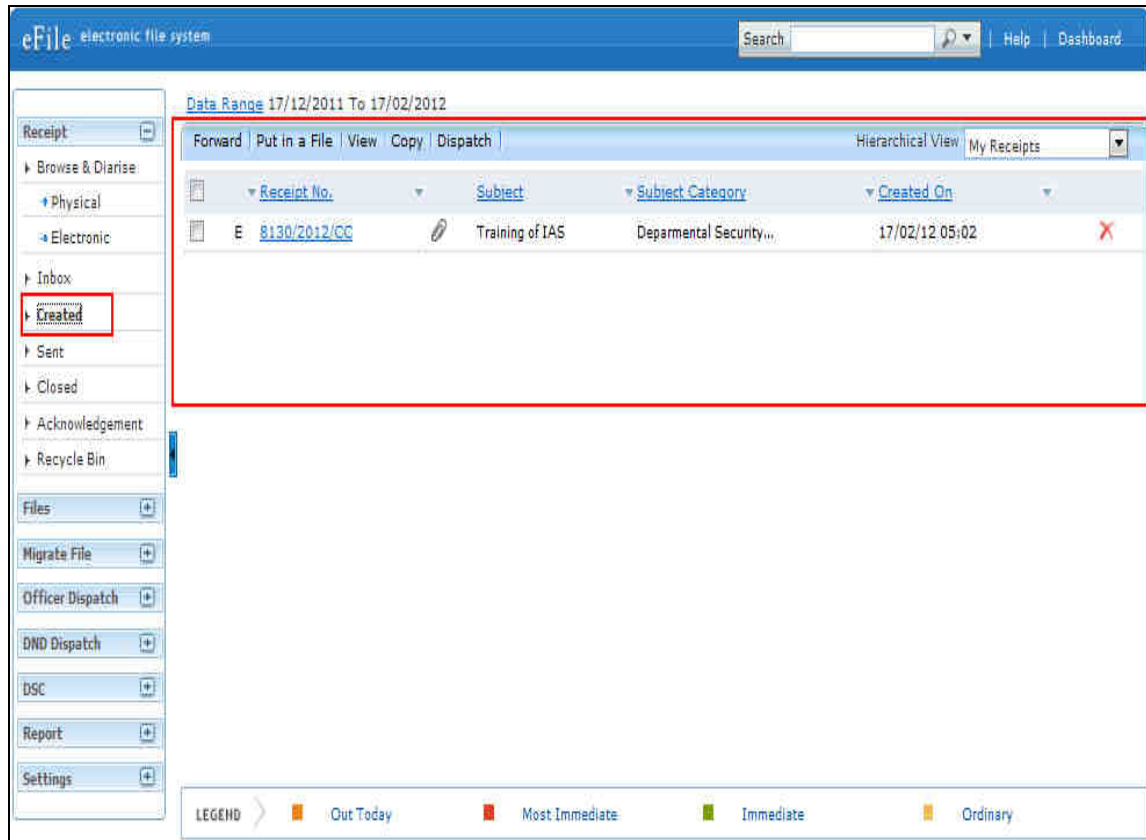


Fig.eFile. 82

There are **5** links provided under Created Section of receipt:

- a) **Forward:** User can use this option to **forward** the receipt to the intended recipient.
- b) **Put in a File:** User can use this option to attach the generated receipt under the concerned file.

To attach a Receipt/s under a file, user has to perform following steps:

- Select receipt/s from the **Created** section which needs to be merge under a file, and click the '**Put in a File**' link, as shown in Fig.eFile.83:

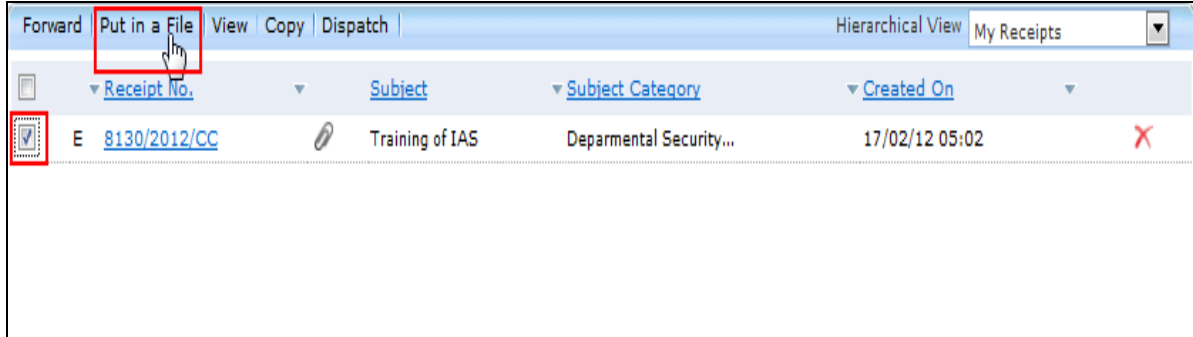


Fig.eFile. 83

- Click the **Put in a File** link, as a result list of files will appear, as shown in Fig.eFile.84:

The list contains files which are present in 'Created' or 'Inbox' section of File.

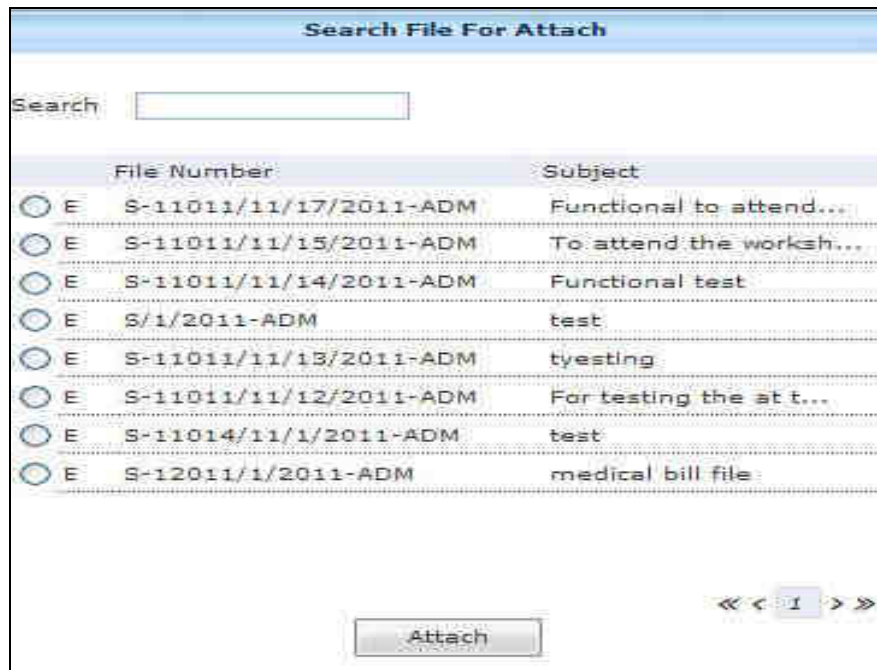


Fig.eFile. 84

- Select a file in which the receipt needs to be attached, as shown in Fig.eFile.85:

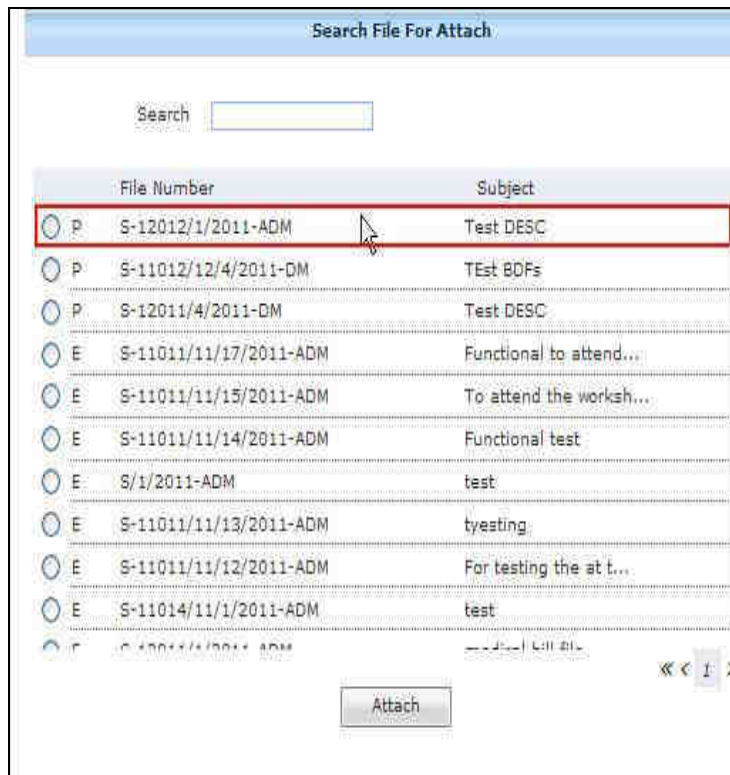


Fig.eFile. 85

Click the **Attach** () button (Fig.eFile.85), as a result the receipt gets attached to the selected file.

c) View: User can use this option to list the receipts depending upon its current state. i.e. (Physical, Electronic, All)

To use this option, user has to perform following steps:

- Move the cursor on **View** link, a drop down menu will appear with the following options as shown in Fig.eFile.86:

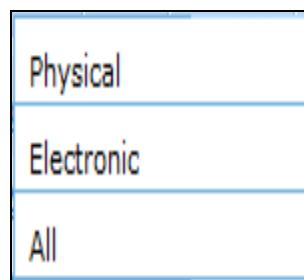


Fig.eFile. 86

- Physical**-Click the **Physical** from the dropdown menu to view the Physical nature receipts,

as shown in Fig.eFile.87:

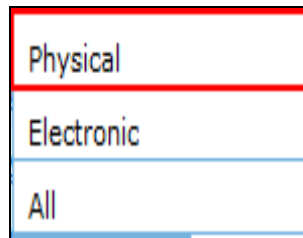


Fig.eFile. 87

- ii. **Electronic**-Click the **Electronic** from the dropdown menu to view the Electronic nature receipts, as shown in Fig.eFile.88:

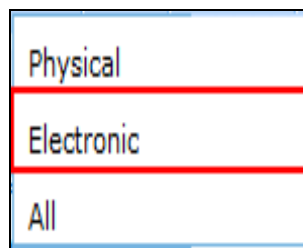


Fig.eFile. 88

- iii. **ALL**-Click the **ALL** from the dropdown menu to view the all the receipts altogether, as shown in Fig.eFile.89:

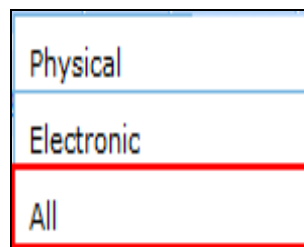


Fig.eFile. 89

d) Copy: User can use this option to copy the metadata fields automatically and send it to other eOffice user. User can edit the metadata fields as per requirement and after clicking the '**Generate Receipt**' button a new Receipt no. will be allocated to the copied receipt.

e) Dispatch: User can use this option to **Dispatch** a receipt.

If user wants to dispatch a receipt from the Created section then the receipt will first move to inbox of that user and then from there it can be dispatched.

For Dispatch Process refer to the **Receipt Inbox**.

There are 10 links provided when opening up a Created receipt: (Physical and Electronic)

- a) **Send To Draft:** User can use this option if wants to work on the created receipt later on.
- b) **Movement:** User can use this option to track the **Movements**' of the receipt which automatically gets updated as Receipt moves further.
- c) **Details:** User can use this option to view the details of the generated receipts such as Dispatch History, Referenced files and Referenced Receipts, as shown in Fig.eFile.90:

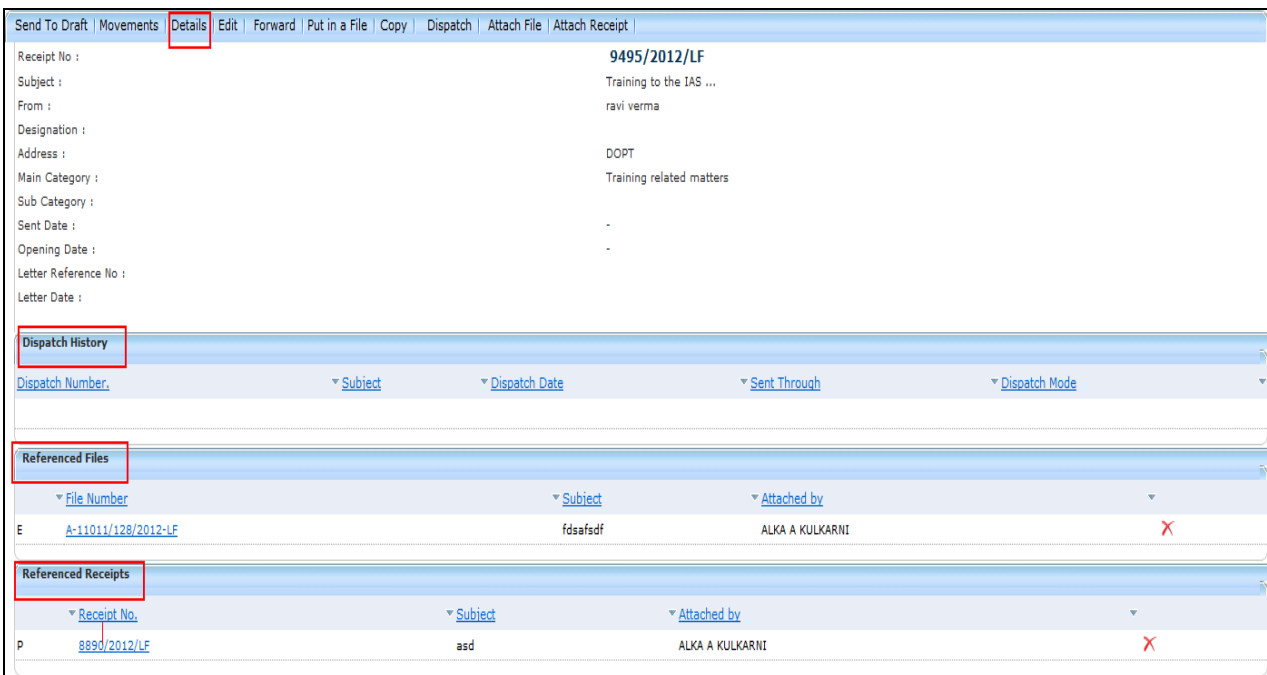


Fig.eFile. 90

- d) **Edit:** User can use this option to edit the Metadata fields of the Receipt.

Click the **Edit** link ([Edit](#)), as a result the Metadata fields get active.

Editing of the metadata is possible after every movement of the receipt, except, Received Date, Diarised Date, Letter Date and Delivery Mode.

After making required changes in Metadata fields, click the **Save** button to save Metadata.

- e) **Forward:** User can use this option to **forward** the created receipt to the intended recipient.

f) **Put in a File:** User can use this option to attach the created receipt under the concerned file.

To attach or put a Receipt/s in a file, user has to perform following steps:

Click the Put in a File link, as a result list of files will appear, as shown in Fig.eFile.91:

The list contains files which are present in 'Created' or 'Inbox' section of File.

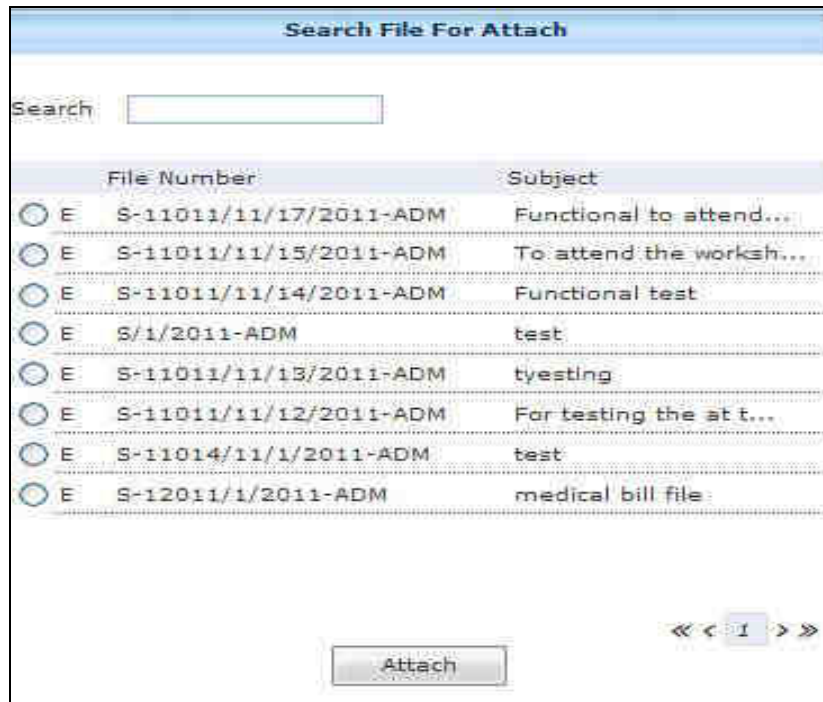


Fig.eFile. 91

- Select a file in which the created receipt needs to be attached, as shown in Fig.eFile.92:

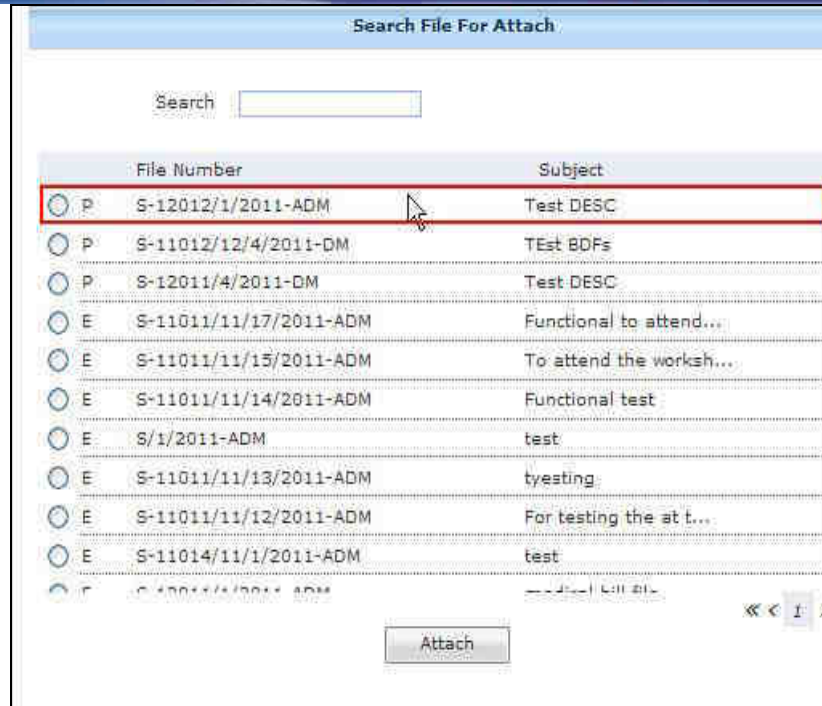


Fig.eFile. 92

Click the **Attach** () button (Fig.eFile.88), as a result the created receipt gets attached to the selected file.

- g) **Copy:** User can use this option to copy the metadata fields automatically and send it to other eOffice user. User can edit the metadata fields as per requirement and after clicking the '**Generate Receipt**' button a new Receipt no. will be allocated to the copied receipt.
- h) **Dispatch:** Refer to Dispatch option in Receipt Inbox.
- i) **Attach File:** User can use this option to attach the receipt with the File.

To attach a receipt with a file, user has to perform the following steps:

Click the **Attach File** () link, as a result list of files will appear, as shown in Fig.eFile.93:

The list contains files which are present in 'Created' or 'Inbox' section of File.

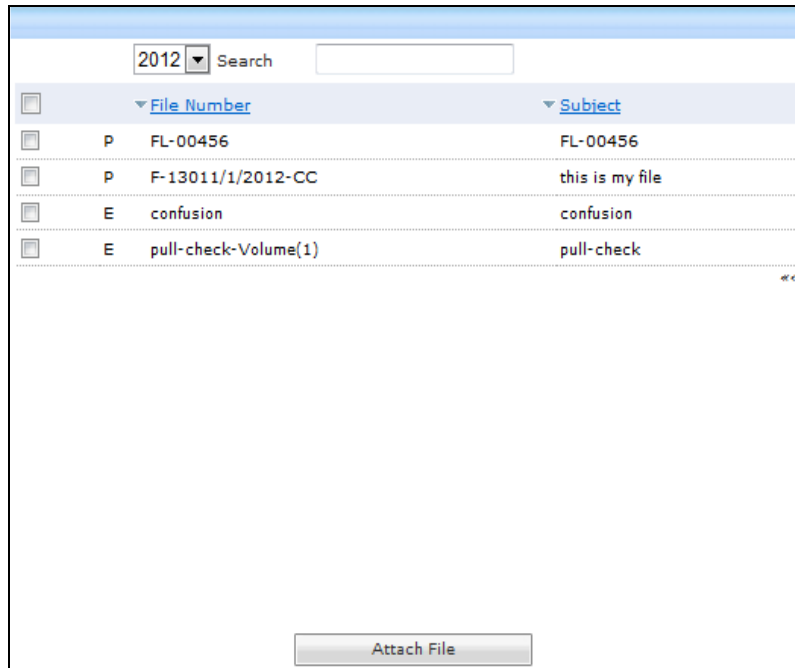
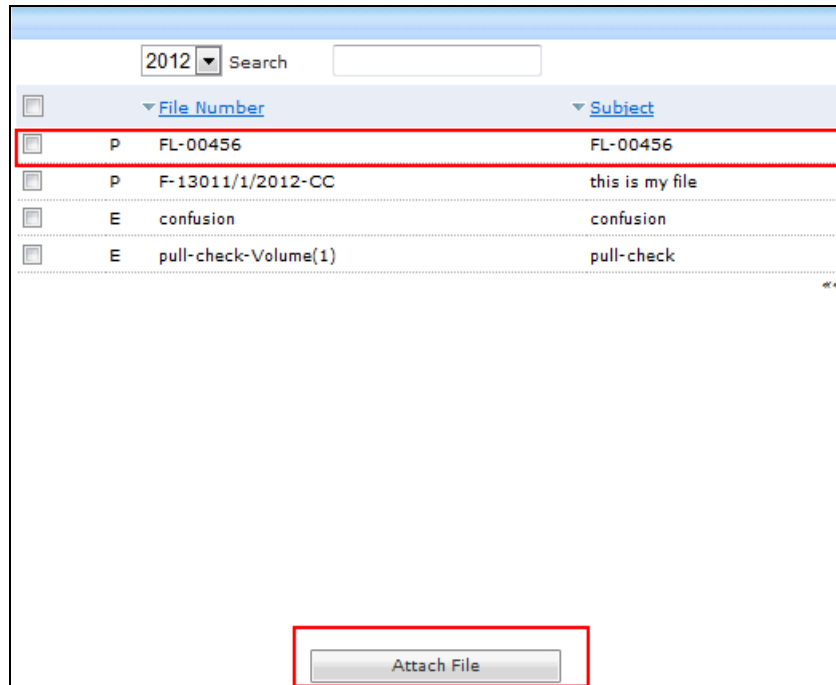


Fig.eFile. 93

- Select a file in which the receipt needs to be attached and click the **Attach File** () button (Fig.eFile.93), as shown in Fig.eFile.94:



The screenshot shows a web interface with a search bar at the top containing '2012' and a search button. Below the search bar is a table with two columns: 'File Number' and 'Subject'. The table contains four rows of data. The first row is highlighted with a red border. Below the table is a button labeled 'Attach File', which is also highlighted with a red border.

<input type="checkbox"/>	File Number	Subject
<input type="checkbox"/>	P FL-00456	FL-00456
<input type="checkbox"/>	P F-13011/1/2012-CC	this is my file
<input type="checkbox"/>	E confusion	confusion
<input type="checkbox"/>	E pull-check-Volume(1)	pull-check

Attach File

Fig.eFile. 94

As a result the attached file reflects under '**Referenced Files**' section of that Receipt, as shown in Fig.eFile.95:

Receipt Number	: 8131/2012/CC			
File No.	:			
Subject	: dsfd			
From	: dsfd			
Sent Date	: 2012-02-17 17:09:36.385			
Sent By	Sent On	Sent To	Action	Remarks
ALOK PANDEY	17/02/12	ALOK PANDEY		-
Dispatch History				
<u>Dispatch Number.</u>	<u>Subject</u>	<u>Dispatch Date</u>	<u>Sent Through</u>	<u>Dispatch Mode</u>
Referenced Files				
<u>File Number</u>	<u>Subject</u>	<u>Attached by</u>		
P FL-00456	FL-00456	ALOK PANDEY		✗
E D-25014/3/2012-CC	PMO001	ALOK PANDEY		✗
P F-13011/1/2012-CC	this is my file	ALOK PANDEY		✗

Fig.eFile. 95


j) **Attach Receipt:** User can use this option to attach the working receipt/document with the other receipt(s)/Document(s) irrespective of the receipt nature. This link is visible when user opens the receipt from Receipt Inbox/Created.

Physical Receipt/Document can be attached with in an Electronic Receipt and Vice-Versa.

Also, the receipt attached with other receipts can be send to only one user at a time.

For process of Attaching Receipts refer to “Attach Receipts option under Receipt Inbox”.

Quick Actions: - There are one useful link given under **Created** Section of receipt:

- ❖ **Delete** ()- Deletes the selected receipts, as a result deleted receipt moves to **Recycle Bin** section of Receipts.

Sent:

Sent option contains a list of all the receipts that are sent as an **outward correspondence**. User can view all the sent receipts, by clicking the **Sent** link under the Receipts section. As a result the, **Sent Receipts** screen appears as shown in Fig.eFile.96:

The screenshot shows the 'eFile electronic file system' interface. The 'Sent' section is active, displaying a list of receipts. The table below represents the data shown in the interface:

Receipt No.	Subject	Sender	Sent to	Sent On	Due On
E 8134/2012/CC	sdf	dsf	ALOK PANDEY	17/02/12 05:33	-
E 8126/2012/CC	121	21	ALOK PANDEY	17/02/12 05:24	-
E 8128/2012/CC	Hi	21	ALOK PANDEY	17/02/12 05:01	-
E 8126/2012/CC	121	21	ALOK PANDEY	17/02/12 04:58	-
P 8125/2012/CC	11	11	ALKA A KULKARNI	17/02/12 04:53	-
E 8123(1)/2012/CC	acr related	ram mohan	AJAY KUMAR	17/02/12 01:16	17/02/12 12:00
E 8123/2012/CC	acr related	ram mohan	BIKRAM SINGH	17/02/12 01:16	17/02/12 12:00
E 8122(1)/2012/CC	acr related	ram mohan	BIKRAM SINGH	17/02/12 01:09	17/02/12 12:00
E 8122(1)/2012/CC	acr related	ram mohan	BIKRAM SINGH	17/02/12 01:09	17/02/12 12:00
E 8122/2012/CC	acr related	ram mohan	ALKA A KULKARNI	17/02/12 01:09	17/02/12 12:00
E 8117/2012/CC	sda	dssd	GARIMA YADAV	17/02/12 12:54	-
P 8118/2012/CC	sdds	sds	AJAY KUMAR DHIMAN	17/02/12 12:54	-
P 8119/2012/CC	training of the Empl...	Raj Kanwar	ALKA A KULKARNI	17/02/12 12:51	24/02/12 12:00

At the bottom of the interface, there is a legend for receipt priorities: Out Today (orange), Most Immediate (red), Immediate (green), and Ordinary (yellow).

Fig.eFile. 96

There are 4 links provided under Sent Section of receipt:

- Forward:** User can use this option to **forward** the receipt to the intended recipient.
- Mark As:** User can use this option to create a **New Follow Up** which keeps a track of a receipt, by alert mode, follow up action and specifying time to receive follow up on any corresponding receipt.

To create a new follow up on a receipt user has to perform the following steps:

Select the receipt on which follow up need to be created and click the **New Follow Up** option under '**Mark As**' Link, as shown in Fig.eFile.97:

Forward		Mark As	View	Copy		Subject	Sender	Sent to	Sent On	Due On
<input type="checkbox"/>		New Followup								
<input type="checkbox"/>		Remove Followup								
<input type="checkbox"/>	<input type="checkbox"/>	E 8134/2012/CC				sdf	dsf	ALOK PANDEY	17/02/12 05:33	-
<input type="checkbox"/>	<input type="checkbox"/>	E 8126/2012/CC				121	21	ALOK PANDEY	17/02/12 05:24	-
<input type="checkbox"/>	<input type="checkbox"/>	E 8128/2012/CC				Hi	21	ALOK PANDEY	17/02/12 05:01	-
<input type="checkbox"/>	<input type="checkbox"/>	E 8126/2012/CC				121	21	ALOK PANDEY	17/02/12 04:58	-
<input type="checkbox"/>	<input type="checkbox"/>	P 8125/2012/CC				11	11	ALKA A KULKARNI	17/02/12 04:53	-
<input type="checkbox"/>	<input type="checkbox"/>	E 8123(1)/2012/CC				acr related	ram mohan	AJAY KUMAR	17/02/12 01:16	17/02/12 12:00
<input type="checkbox"/>	<input type="checkbox"/>	E 8123/2012/CC				acr related	ram mohan	BIKRAM SINGH	17/02/12 01:16	17/02/12 12:00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	E 8122(1)/2012/CC				acr related	ram mohan	BIKRAM SINGH	17/02/12 01:09	17/02/12 12:00
<input type="checkbox"/>	<input type="checkbox"/>	E 8122(1)/2012/CC				acr related	ram mohan	BIKRAM SINGH	17/02/12 01:09	17/02/12 12:00
<input type="checkbox"/>	<input type="checkbox"/>	E 8122/2012/CC				acr related	ram mohan	ALKA A KULKARNI	17/02/12 01:09	17/02/12 12:00
<input type="checkbox"/>	<input type="checkbox"/>	E 8117/2012/CC				sda	dssd	GARIMA YADAV	17/02/12 12:54	-
<input type="checkbox"/>	<input type="checkbox"/>	P 8118/2012/CC				sdds	sds	AJAY KUMAR DHIMAN	17/02/12 12:54	-
<input type="checkbox"/>	<input type="checkbox"/>	P 8119/2012/CC				training of the Empl...	Raj Kanwar	ALKA A KULKARNI	17/02/12 12:51	24/02/12 12:00

LEGEND Out Today Most Immediate Immediate Ordinary

Fig.eFile. 97

As a result **Follow up** screen will appear as shown in Fig.eFile.98:

Followup

Followup Severity

Urgent

Normal

Enter a Follow Up action

Alert Mode

Email

SMS

Both

None


When to Follow Up

:

Fig.eFile. 98

- Select the **Follow up Severity** and fill in the other essential details as shown in Fig.eFile.99:

Fig.eFile. 99

Click the **Save** () button (Fig.eFile.99) as a result **follow up** will be created.

- c) **View:** User can use this option to list the Files depending upon its current state. i.e. (Physical, Electronic, Followed Up, All)

To use this option, user has to perform following steps:

- Move the cursor on **View** link, a drop down menu will appear with the following options as shown in Fig.eFile.100:

Physical
Electronic
Followed Up
All

Fig.eFile. 100

- i. **Physical-** Click the **Physical** from the dropdown menu to view **Physical Receipts** as shown in Fig.eFile.101:

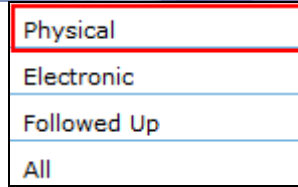


Fig.eFile. 101

Electronic-Click the **Electronic** from the dropdown menu to view **read Receipts** as shown in Fig.eFile.102:

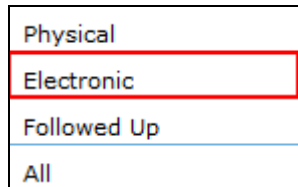


Fig.eFile. 102

- ii. **Followed Up**-Click the **Followed Up** from the dropdown menu to view the Receipts on which the user has marked a follow up, as shown in Fig.eFile.103:

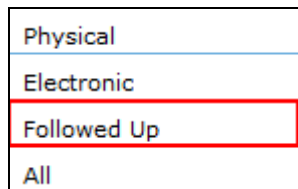


Fig.eFile. 103

- iii. **ALL**-Click the **ALL** from the dropdown menu to view all the Receipts altogether, as shown in Fig.eFile.104:

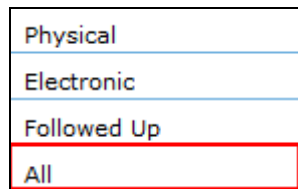


Fig.eFile. 104

- d) **Copy**: User can use this option to **copy** the metadata fields automatically and send it to other eOffice user. User can edit the metadata fields as per requirement and after clicking the '**Generate Receipt**' button a new Receipt number will be allocated to the copied receipt.

There are **3** links provided when opening up a Sent receipt: (**Physical-without attachment**)

- a) **Movement**: User can use this option to track the '**Details & Movement**' of the receipt which automatically gets updated as Receipt moves further.

- b) **Details:** User can use this option to view the details of the sent receipt such as Dispatch History, Referenced files and Referenced Receipts, as shown in Fig.eFile.105:

Dispatch Number	Subject	Dispatch Date	Sent Through	Dispatch Mode
1/648/2012	Ramesh 012	13/6/12 1:59 PM	PROF(HINDI) (Self)	

Fig.eFile. 105

- e) **Copy:** User can use this option to **copy** the metadata fields automatically and send it to other eOffice user. User can edit the metadata fields as per requirement and after clicking the '**Generate Receipt**' button a new Receipt number will be allocated to the copied receipt.

There are **3** links provided when opening up a Sent receipt: **(Physical-with attachment)**

- a) **Movement:** User can use this option to track the '**Details & Movement**' of the receipt which automatically gets updated as Receipt moves further.
- b) **Details:** User can use this option to view the details of the sent receipt such as Dispatch History, Referenced files and Referenced Receipts, as shown in Fig.eFile.106:

The screenshot displays the 'Details' tab of a receipt in the eOffice system. The receipt number is 9521/2012/LIB. The sender is Ramesh 012, and the subject is 'All RTI matters'. The receipt was sent on 13/06/12 at 03:16 and opened on 13/06/12 at 01:54. Below the details, there are three sections: 'Dispatch History' showing one entry with dispatch number I/648/2012, subject Ramesh 012, date 13/6/12 1:59 PM, and sent through PROF(HINDI) | (Self); 'Referenced Files' which is currently empty; and 'Referenced Receipts' which is also empty.

Fig.eFile. 106

- c) **Copy:** User can use this option to **copy** the metadata fields automatically and send it to other eOffice user. User can edit the metadata fields as per requirement and after clicking the '**Generate Receipt**' button a new Receipt number will be allocated to the copied receipt.

There are **3** links provided when opening up a Sent receipt: **(Electronic)**

- a) **Movements:** User can use this option to track the '**Movement**' of the receipt which automatically gets updated as Receipt moves further.
- b) **Details:** User can use this option to view the details of the sent receipt such as Dispatch History, Referenced files and Referenced Receipts, as shown in Fig.eFile. 107:

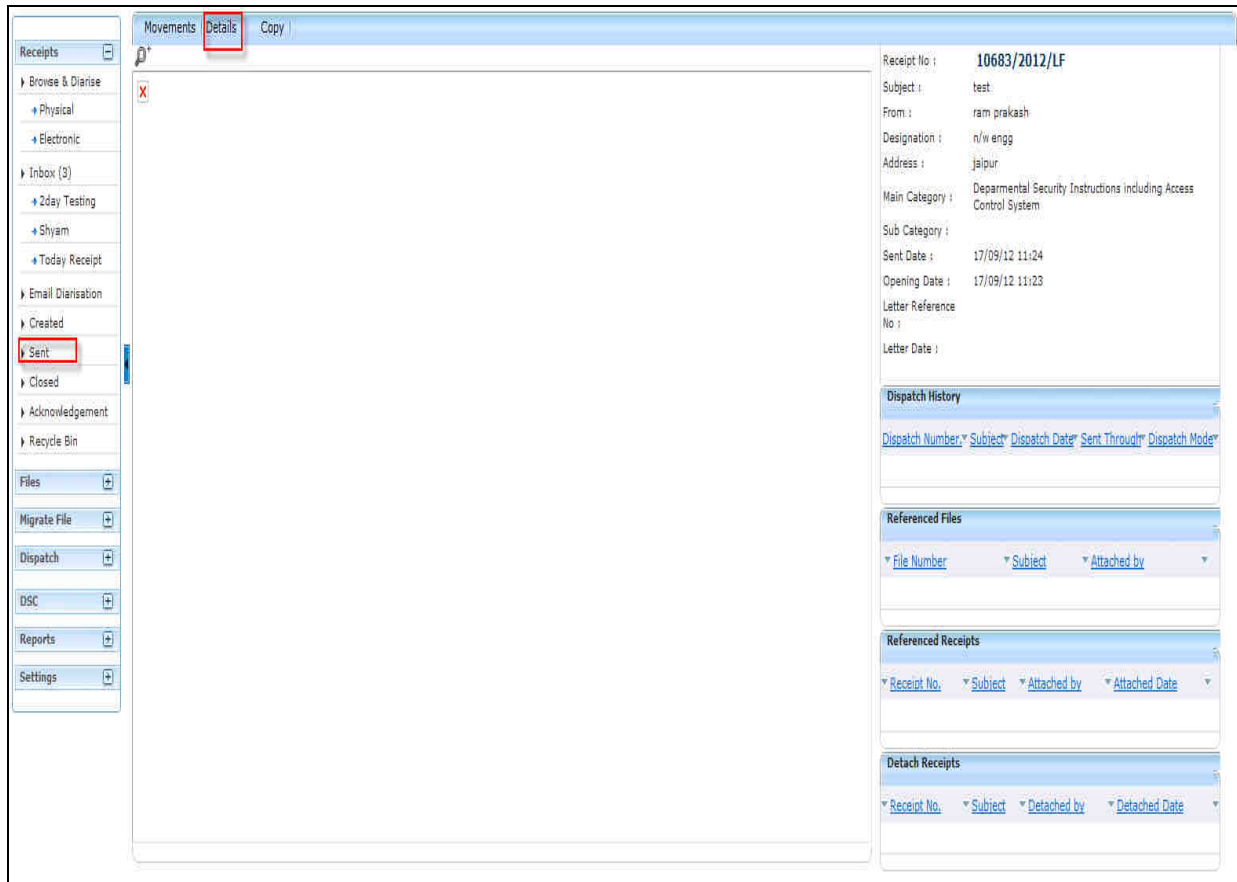


Fig.eFile. 107

- c) **Copy:** User can use this option to **copy** the metadata fields automatically and send it to other eOffice user. User can edit the metadata fields as per requirement and after clicking the '**Generate Receipt**' button a new Receipt number will be allocated to the copied receipt.

Closed

Closed option contains a list of all the receipts that are marked as closed as shown in Fig.eFile.108:

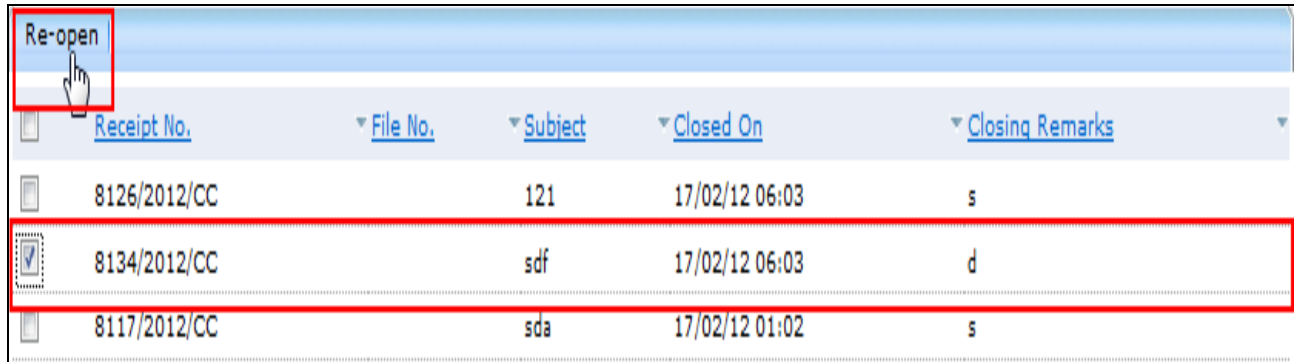
Re-open					
<input type="checkbox"/>	Receipt No.	File No.	Subject	Closed On	Closing Remarks
<input type="checkbox"/>	8117/2012/CC		sda	17/02/12 01:02	s

Fig.eFile. 108

User can re-open the closed receipt anytime by clicking the Re-Open option.

To Re-open any Receipt (Physical or Electronic), user has to perform following steps:

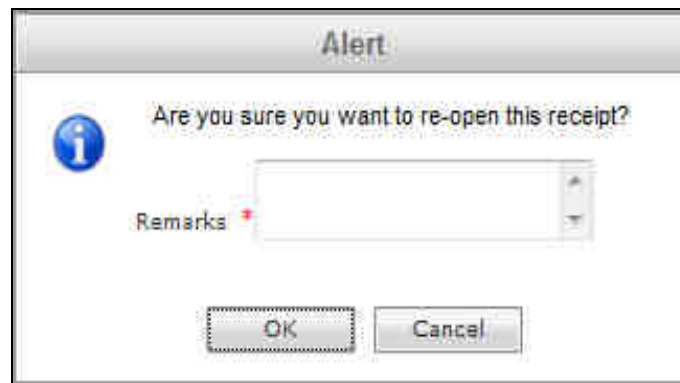
- Select the Closed receipt which needs to be Re-Open and click the Re-open option available, as shown in Fig.eFile.109:



<input type="checkbox"/>	Receipt No.	File No.	Subject	Closed On	Closing Remarks
<input type="checkbox"/>	8126/2012/CC		121	17/02/12 06:03	s
<input checked="" type="checkbox"/>	8134/2012/CC		sdf	17/02/12 06:03	d
<input type="checkbox"/>	8117/2012/CC		sda	17/02/12 01:02	s

Fig.eFile. 109

As a result, confirm message to re-open the receipt will appear, as shown in Fig.eFile.110:



Alert

Are you sure you want to re-open this receipt?

Remarks

OK Cancel

Fig.eFile. 110

- Enter the remarks and click the 'OK' button (Fig.eFile.110) to finally Re-open the closed receipt and so the receipt moves to the Receipt Inbox of the user.

Acknowledgement:

Acknowledgement option contains all the receipts that are diarized by the user for which an acknowledgement can be generated, as shown in Fig.eFile.111:

ByPost			
<input type="checkbox"/>	Receipt No.	Subject	Subject Category
<input type="checkbox"/>	8135/2012/CC	dsf	Creation and Continu...
<input type="checkbox"/>	8134/2012/CC	sdf	Deparmental Security...
<input type="checkbox"/>	8131/2012/CC	dsfd	ACP and other relate...
<input type="checkbox"/>	8128/2012/CC	Hi	Computer Security
<input type="checkbox"/>	8126/2012/CC	121	Computer Security
<input type="checkbox"/>	8125/2012/CC	11	Conduct Rules, Intim...
<input type="checkbox"/>	8123/2012/CC	acr related	ACR related matters
<input type="checkbox"/>	8122/2012/CC	acr related	ACR related matters
<input type="checkbox"/>	8119/2012/CC	training of the Empl...	Conduct Rules, Intim...
<input type="checkbox"/>	8118/2012/CC	sdds	Court Cases
<input type="checkbox"/>	8117/2012/CC	sda	AMC & Demand

Fig.eFile. 111

There is 1 link provided under Acknowledgement Section of receipt:

a) **ByPost**: This link helps the user to generate an acknowledgment for the selected receipt

To generate an acknowledgement user has to perform the following steps:

- Select the receipt for which the acknowledgement is to be generated and click the **ByPost** ([ByPost](#)) link, as shown in Fig.eFile.112:

By Post			
<input type="checkbox"/>	Receipt No.	Subject	Subject Category
<input type="checkbox"/>	8135/2012/CC	dsf	Creation and Continu...
<input type="checkbox"/>	8134/2012/CC	sdf	Departmental Security...
<input type="checkbox"/>	8131/2012/CC	dsfd	ACP and other relate...
<input checked="" type="checkbox"/>	8128/2012/CC	Hi	Computer Security
<input type="checkbox"/>	8126/2012/CC	121	Computer Security
<input type="checkbox"/>	8125/2012/CC	11	Conduct Rules, Intim...
<input type="checkbox"/>	8123/2012/CC	acr related	ACR related matters
<input type="checkbox"/>	8122/2012/CC	acr related	ACR related matters
<input type="checkbox"/>	8119/2012/CC	training of the Empl...	Conduct Rules, Intim...
<input type="checkbox"/>	8118/2012/CC	sdds	Court Cases
<input type="checkbox"/>	8117/2012/CC	sda	AMC & Demand

Fig.eFile. 112

As a result, File Download dialog box appears, as shown in Fig.eFile.113:



Fig.eFile. 113

This dialog box contains three buttons, **Open, Save and Cancel**. User can use any option to view the report.


To save the acknowledgement click the **Save** () button (Fig.eFile.113).

As a result, the **Acknowledgement** is saved at the specified location in Pdf format. Now, Now user can open it and make necessary amendment and can revert back as acknowledgement.

Recycle Bin:

Recycle Bin option contains list of all the receipts which are deleted from the “Created” section of receipts.

There are 2 links provided under Recycle Bin Section of receipt:

- a) **Delete** (): Permanently deletes the selected Receipt.

b) **Restore** (🗑️): The receipts which are deleted from the **Created** section are restored back.

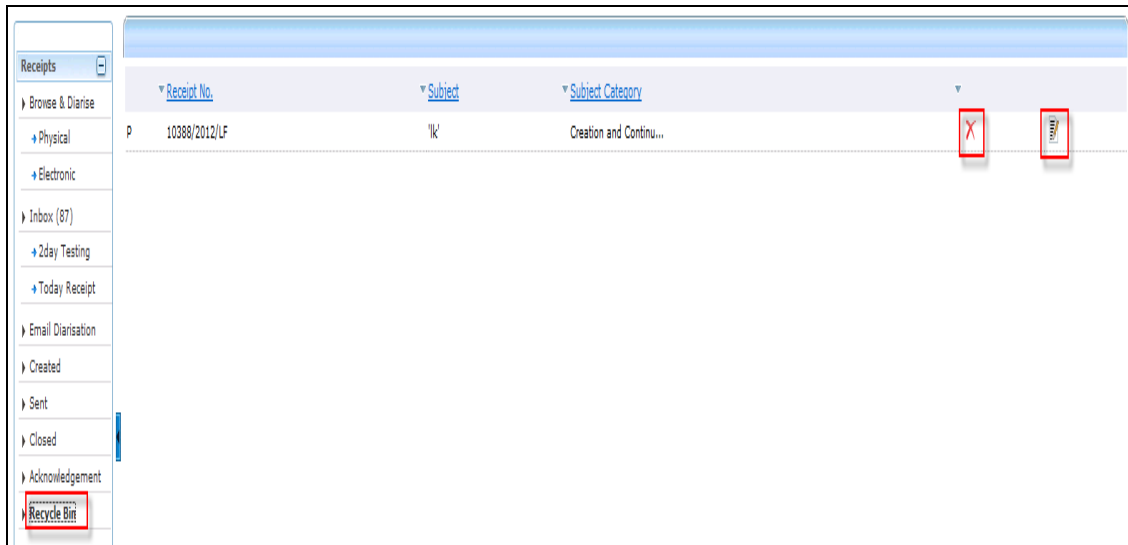


Fig.eFile. 114

Files

A File is a collection of related records which comprises of Receipts, Notings, Drafts, References, and Linked Files

There are various links available under Files section which is mentioned below:

1. Inbox
2. Created
3. Parked
4. Closed
5. Sent
6. Physical File
7. Electronic File
8. Create Part
9. Create Volume
10. Recycle Bin

Let's have an introduction about these Links one by one:

Inbox:

Inbox link contains the list of all the eFiles that are received/ marked by any other eOffice user, as shown in Fig.eFile.115:

Date Range: 03/09/2012 To 18/09/2012

Receive | Reply | Forward | View | Move To | Mark As | More Action | Create Volume

Hierarchical View | My Files

Number	Subject	Sender	Sent on	Due On	Read On	Quick Action
E A-11011/272/2012-CC	sadasd	JAGMOHAN SINGH	03/09/12 04:16	-	04/09/12 09:02	[Icons]
E A-11011/273/2012-CC	dafdsf	JAGMOHAN SINGH	03/09/12 04:10	-	14/09/12 11:38	[Icons]
E A-11011/274/2012-CC	dgsdfg	ALOK PANDEY	03/09/12 04:10	-	14/09/12 11:31	[Icons]
P B/255/2012-LF	Gs Sharma Created	GEETA SHARMA	03/09/12 03:45	-	03/09/12 03:45	[Icons]
E B/258/2012-LF	asd	GEETA SHARMA	03/09/12 03:45	-	-	[Icons]
E A-14011/3/2012-LF	wrdwerwr	GEETA SHARMA	03/09/12 03:45	-	-	[Icons]

LEGEND > ■ Out Today ■ Most Immediate ■ Immediate ■ Ordinary

Fig.eFile. 115

User has to click the File number to view the File. As a result, the user can view the content of File along with the details. The convention E and P is used to discriminate between Electronic and physical File respectively.

There are 8 links provided under Inbox Section of Files:

Receive:

Helps the user to receive the Physical file.

To receive a Physical file user has to perform following steps:

- Select a file from the Inbox which has to be received, as shown in Fig.eFile.116:

Number	Subject	Sender	Sent on	Due On	Read On	Quick Action
E A-11011/141/2012-LF	gfsdgdg	DINESH CHANDRA LOHANI	19/06/12 02:46	-	19/06/12 02:51	[F] [R] [A]
P B-13011/5/2012-ODS(AK)	phydytesting	ALOK KUMAR	18/06/12 03:46	-	18/06/12 04:02	[F] [R] [A]
E A-11011/140/2012-LF	fdfdsfds dsfdsfd	JAGMOHAN SINGH	14/06/12 02:00	-	14/06/12 02:00	[F] [R] [A]
P E-12/1/2012-PRT	pppppppppppp	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	[F] [R] [A]
P A/105/2012-LF	test	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	[F] [R] [A]
P C/29/2012-CC	high jump	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	[F] [R] [A]
P TESTREPLYLINK2	TestReplyLink2	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	[F] [R] [A]
P TESTREPLYLINK	TestReplyLink	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	[F] [R] [A]
P C/79/2012-CC	test	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	[F] [R] [A]
P ALKATESTDISPATCH	Alka Test Dispatch	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	[F] [R] [A]
P B-11012/9/2012-LF	vbjuhuj	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13	[F] [R] [A]
P B-11/8/2012-CC	test	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13	[F] [R] [A]
P C-12012/2/2012-PRT	DD 1	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13	[F] [R] [A]
P B/143/2012-ERC-Volume/2	sss	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13	[F] [R] [A]

LEGEND > [Blue] Out Today [Red] Most Immediate [Green] Immediate [Yellow] Ordinary

Fig.eFile. 116

Click the **Receive** link, as a result the alert message comes to confirm the receiving action of file, as shown in Fig.eFile.117:

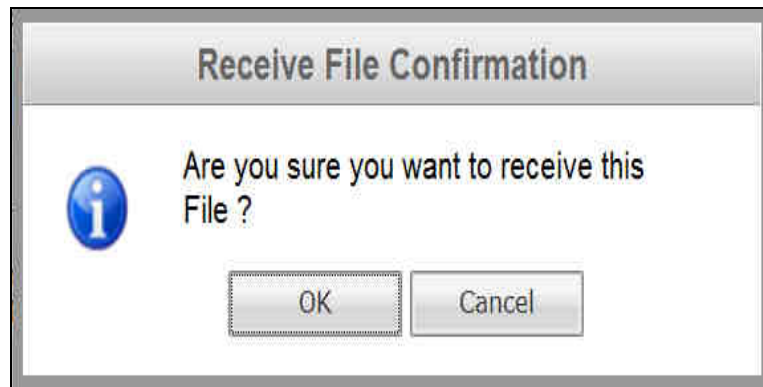


Fig.eFile. 117

- Click the **OK** button (Fig.eFile.117), as a result the file gets received and then it can be opened as the file link gets activated, as shown in Fig.eFile.118:

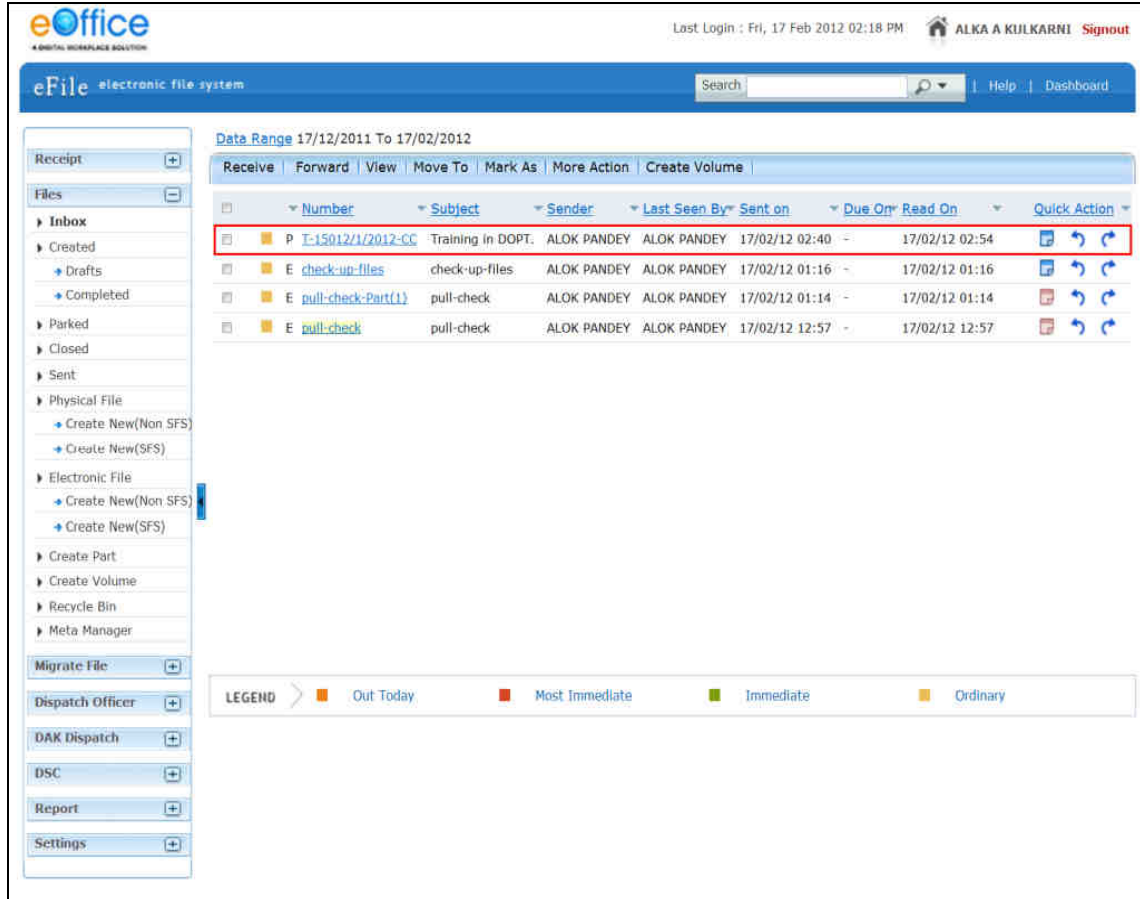


Fig.eFile. 118

Reply:

Helps the user to reply to the sender of the file.

- To send a reply on file user has to perform the following steps:
-
- Select a file from the Inbox for which reply has to be send, as shown in Fig.eFile.119:

Number	Subject	Sender	Sent on	Due On	Read On	Quick Action
E A-11011/141/2012-LF	gfsdgdg	DINESH CHANDRA LOHANI	19/06/12 02:46	-	19/06/12 02:51	[Icons]
P B-13011/9/2012-QDS(AK)	phydytesting	ALOK KUMAR	18/06/12 03:46	-	18/06/12 04:02	[Icons]
E A-11011/140/2012-LF	fdsfdsf dsdfdsf	JAGMOHAN SINGH	14/06/12 02:00	-	14/06/12 02:00	[Icons]
P E-12/1/2012-PRT	pppppppppppp	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	[Icons]
P A/105/2012-LF	test	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	[Icons]
P C/29/2012-CC	high jump	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	[Icons]
P TESTREPLYLINK2	TestReplyLink2	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	[Icons]
P TESTREPLYLINK	TestReplyLink	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	[Icons]
P C/79/2012-CC	test	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	[Icons]
P ALKATESTDISPATCH	Alka Test Dispatch	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	[Icons]
P B-11012/9/2012-LF	vbjuhuj	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13	[Icons]
P B-11/8/2012-CC	test	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13	[Icons]
P C-12012/2/2012-PRT	DD 1	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13	[Icons]
P B/143/2012-FBC-Volume(2)	sss	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13	[Icons]

LEGEND > ■ Out Today ■ Most Immediate ■ Immediate ■ Ordinary

Fig.eFile. 119

- Click the **Reply** link, as a result the recipient gets automatically selected from the send to list, as shown in Fig.eFile.120:

Send

File Number : **A/5/2012-JS(AR)**

Subject : **Description**

To :

Set Due Date :

Action :

Priority :

Total 1000 | 1000 character left

Remarks :

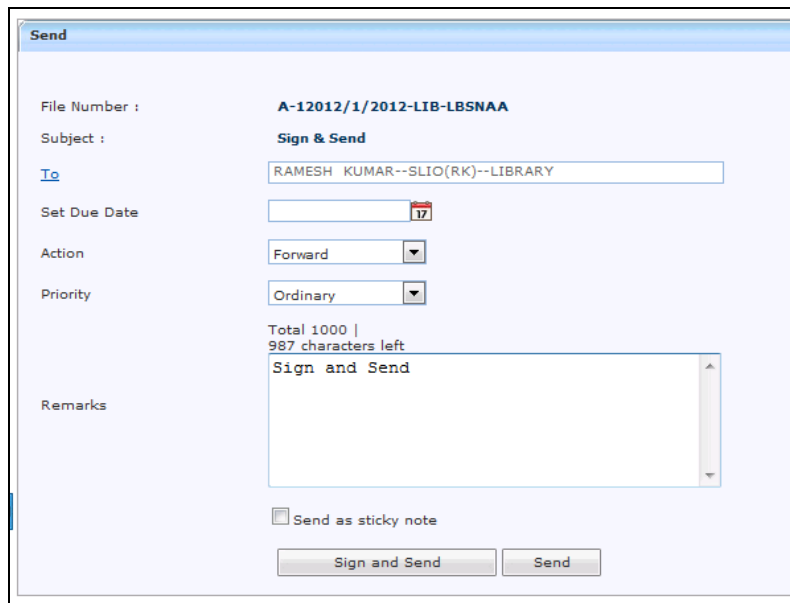
Fig.eFile. 120

Sign and Send

Sign and Send process is having slight differentiation from normal sending of the Files. In this case, user will digitally sign the file and then send it.

Let us discuss in detail how to implement Sign and Send process.

- Enter the input required details to which file to be sent on as shown in Fig.eFile.121:



The screenshot shows a 'Send' dialog box with the following fields and values:

- File Number : A-12012/1/2012-LIB-LBSNAA
- Subject : Sign & Send
- To : RAMESH KUMAR--SLIO(RK)--LIBRARY
- Set Due Date : [Calendar icon]
- Action : Forward
- Priority : Ordinary
- Remarks : Sign and Send

At the bottom of the dialog box, there is a checkbox labeled 'Send as sticky note' which is unchecked. Below the checkbox are two buttons: 'Sign and Send' and 'Send'.

Fig.eFile. 121

DSC should have been Plugged in and in Dedected mode then will display Sign and Send button for the file else only Send button is visible.

- Click on Sign and Send button as shown in Fig.eFile.122:

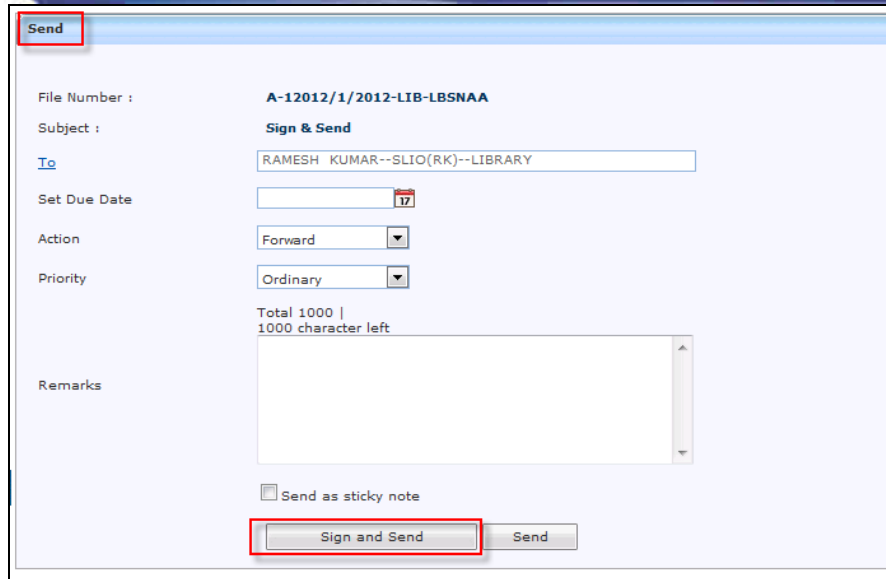


Fig.eFile. 122

- Pop windows appears for signing the document and click on Run button as shown in Fig.eFile.123:

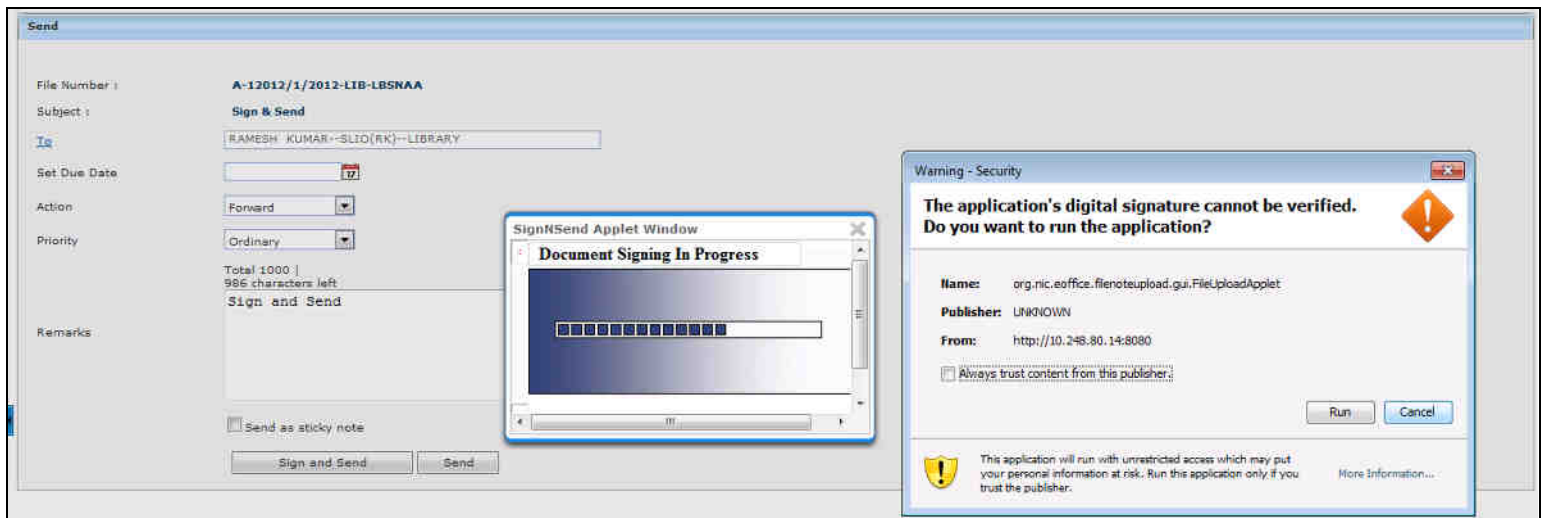


Fig.eFile. 123

- A pop window appears displaying File is signed as shown in Fig.eFile.124:



Fig.eFile. 124

- When received user opens the Inbox and click on the received file is displayed as shown in Fig.eFile.125:

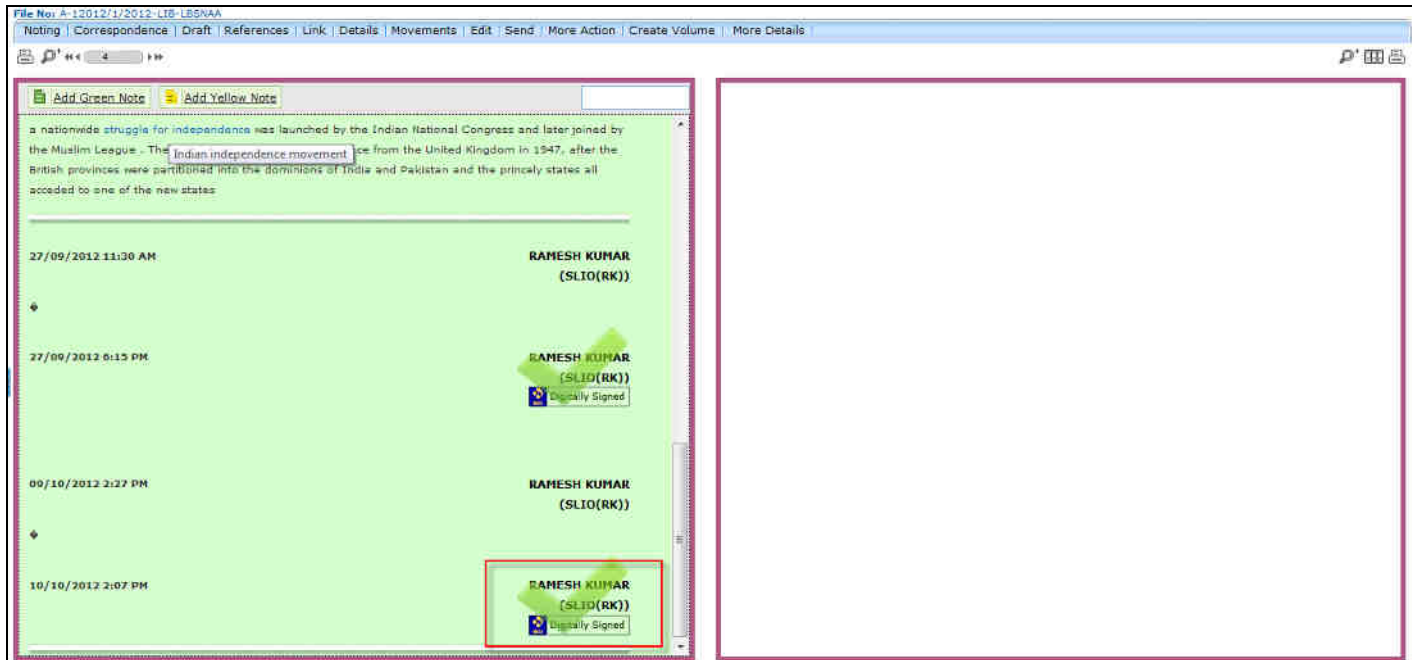


Fig.eFile. 125

Red colored box indicates the newly added signature of authority.

- Provide the **Due date** (if required) for the File using the **calendar** (17) link adjacent to the Due Date text box.
- Select the **Action** which has been taken on the File from the dropdown menu as shown in Fig.eFile.126:

Send

File Number : **A/5/2012-JS(AR)**

Subject : **Description**

To : Prabhas Kumar Jha--JS(AR)--ARC

Set Due Date : 17

Action : Forward

Priority : Ordinary

Total 1000 |
1000 character left

Remarks

Send

Fig.eFile. 126

- Select the **Priority** (if required) of the File from the dropdown menu.
- Type the **remarks** (if required) in the Remarks text box, as shown in Fig.eFile.127:

Send

File Number : **A/5/2012-JS(AR)**

Subject : **Description**

To: Prabhas Kumar Jha--JS(AR)--ARC

Set Due Date: 29/02/2012

Action: Forward

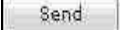
Priority: Most Immediate





Total 1000 |
994 characters left

Remarks: URGENT

Send

Fig.eFile. 127

Click the Send () button (Fig.eFile.117). As a result, the File is sent to the intended recipient. Then, the user will be redirected to the Sent Files page, displaying the list of all the sent Files along with the newly sent File, as shown in Fig.eFile.128:

View	Mark As	Create Part				
	Number	Subject	Sent To	Sent on	Due On	
P	C/243/2012-LF	trimming	JAGMOHAN SINGH	13/07/12 03:38	-	
E	B/240/2012-PRT	Gs Sharma -15	GEETA SHARMA	13/07/12 03:29	-	
P	A-11011/236/2012-LTB	File 7878	GEETA SHARMA	13/07/12 03:15	-	
E	A-11011/239/2012-LTB	Haryana Roadways	GEETA SHARMA	13/07/12 03:15	-	
E	A/146/2012-LF	file0555	DINESH CHANDRA LOHANI	13/07/12 03:08	-	
E	B/237/2012-EMC	test	DINESH CHANDRA LOHANI	13/07/12 03:08	-	
P	C/207/2012-LF	test	RAMESH KUMAR	13/07/12 10:53	-	
P	D/129/2012-PRT	11	RAMESH KUMAR	13/07/12 10:53	-	
P	C/234/2012-LF	pull back	RAMESH KUMAR	13/07/12 10:53	-	
E	A/23/2012-LF	Sandy Test 21	JAGMOHAN SINGH	12/07/12 05:11	-	
E	C/232/2012-LF	aadf	JAGMOHAN SINGH	12/07/12 05:11	-	
P	C/234/2012-LF	pull back	DINESH CHANDRA LOHANI	12/07/12 05:02	-	
E	PANDITJI	Pandit ji	DINESH CHANDRA LOHANI	12/07/12 02:57	-	
P	C/207/2012-LF	test	DINESH CHANDRA LOHANI	12/07/12 02:45	13/07/12 12:00	






LEGEND  Out Today  Most Immediate  Immediate  Ordinary

Fig.eFile.128

User can also Pull back the Sent File from the intended recipient even when the File is in the Inbox of the recipient, using the Pull Back () link. In case, the recipient has opened the File, then it is not possible to pull back the File.

Forward:

Helps the user to forward a particular File/s to the recipient.

To Forward a File/s, user has to perform following steps:

- Select File/s from the File Inbox which needs to be forwarded, as shown in Fig.eFile.129:

Number	Subject	Sender	Sent on	Due On	Read On	Quick Action
E A-11011/141/2012-LF	gfsgdfgd	DINESH CHANDRA LOHANI	19/06/12 02:46	-	19/06/12 02:51	
P B-13011/5/2012-QDS(AK)	phydiytesting	ALOK KUMAR	18/06/12 03:46	-	18/06/12 04:02	
E A-11011/140/2012-LF	fdsfdsfds dsfdsfd	JAGMOHAN SINGH	14/06/12 02:00	-	14/06/12 02:00	
P E-12/1/2012-PRT	pppppppppppp	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	
P A/105/2012-LF	test	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	
P C/29/2012-CC	high jump	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	
P TESTREPLYLINK2	TestReplyLink2	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	
P TESTREPLYLINK	TestReplyLink	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	
P C/79/2012-CC	test	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	
P ALKATESTDISPATCH	Alka Test Dispatch	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	
P B-11012/9/2012-LF	vbjuhuj	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13	
P B-11/8/2012-CC	test	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13	
P C-12012/2/2012-PRT	DD 1	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13	
P B/143/2012-EKC-Volume(2)	sss	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13	

LEGEND > ■ Out Today ■ Most Immediate ■ Immediate ■ Ordinary

Fig.eFile. 12729

- Click the **Forward** link, as a result the 'Send to' Page will appear, as shown in Fig.eFile. 130:

Send

File Number : **check-up-files**

Subject : **check-up-files**

To :

Set Due Date :

Action :

Priority :

Total 1000 | 1000 character left

Remarks :

Fig.eFile. 1280

- Either directly enter the name in the 'To' option or Click the 'To' link to select the marking abbreviation of the recipient (Fig.eFile.130).
- Provide the **Due date** (if required) for the File using the **calendar** (17) link adjacent to the Due Date text box (Fig.eFile.130).
- Select the **Action** which has been taken on the File from the dropdown menu as shown in (Fig.eFile.130).
- Select the **Priority** (if required) of the File from the dropdown menu (Fig.eFile.130).
- Type the **remarks** (if required) in the Remarks text box (Fig.eFile.130).

After entering all the Meta data the page appears as shown in Fig.eFile.131:

The screenshot shows a 'Send' form with the following details:

- File Number :** check-up-files
- Subject :** check-up-files
- To :** ALKA A KULKARNI--LI(AAK)--LANGUAGE FACULTY
- Set Due Date :** 22/02/2012 (with a calendar icon showing the 17th)
- Action :** Forward
- Priority :** Most Immediate
- Remarks :** URGENT (Total 1000 | 994 characters left)
- Send** button at the bottom.

Fig.eFile. 1291

- Click the **Send** (Send) button (Fig.eFile.121). As a result, created File is sent to the intended recipient. Then, the user will be redirected to the **Sent Files** page, displaying the list of all the sent Files along with the newly sent File.

View:

Helps the user to list the Files depending upon its current state. i.e. (Unread, Read, Followed Up,

Physical, Electronic, All)

To use this option, user has to perform following steps:

- Move the cursor on **View** link, a drop down menu will appear with the following options as shown in Fig.eFile.132:

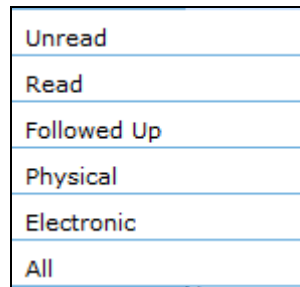


Fig.eFile. 1302

- Unread-** Click the **Unread** from the dropdown menu to view **unread Files** as shown in Fig.eFile.133:

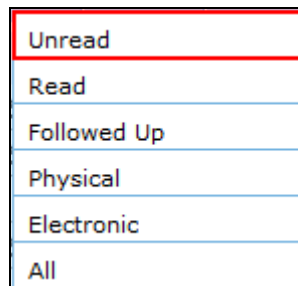


Fig.eFile. 1313

Read-Click the **Read** from the dropdown menu to view read Files as shown in Fig.eFile.134:

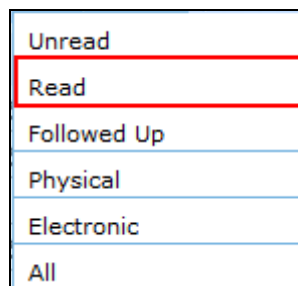


Fig.eFile. 1324

- Followed Up-**Click the **Followed Up** from the dropdown menu to view the Files on which the user has marked a follow up, as shown in Fig.eFile.135:

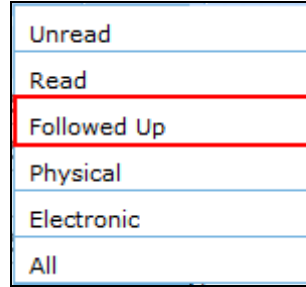


Fig.eFile. 1335

- iii. **Physical**-Click the **Physical** from the dropdown menu to view the **Physical** Files as shown in Fig.eFile.136:

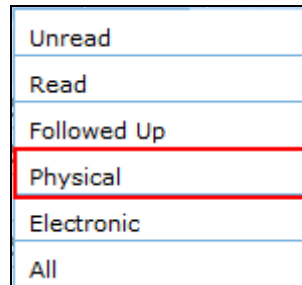


Fig.eFile. 1346

- iv. **Electronic**-Click the **Electronic** from the dropdown menu to view the **Electronic** Files as shown in Fig.eFile.137:

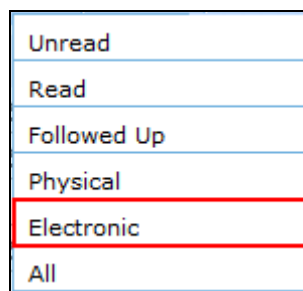


Fig.eFile. 13537

- v. **ALL**-Click the **ALL** from the dropdown menu to view the All receipts altogether, as shown in Fig.eFile.138:

Unread
Read
Followed Up
Physical
Electronic
All

Fig.eFile. 13638

Move To:

Helps the user to create New Folders and manage Existing Folders.

To create New Folder or to manage existing ones, user has to perform following steps:

- Select a File from the File Inbox which needs to be moved to new Folder, as shown in Fig.eFile.139:

Number	Subject	Sender	Sent on	Due On	Read On	Quick Action
E A-11011/141/2012-LF	gfsdgdg	DINESH CHANDRA LOHANI	19/06/12 02:46	-	19/06/12 02:51	[Icons]
P B-13011/5/2012-DDS(AK)	phydiytesting	ALOK KUMAR	18/06/12 03:46	-	18/06/12 04:02	[Icons]
E A-11011/140/2012-LF	fdafdsfds dafdsfd	JAGMOHAN SINGH	14/06/12 02:00	-	14/06/12 02:00	[Icons]
P E-12/1/2012-PRT	pppppppppppp	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	[Icons]
P A/05/2012-LF	test	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	[Icons]
P C/29/2012-CC	high jump	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	[Icons]
P TESTREPLYLINK2	TestReplyLink2	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	[Icons]
P TESTREPLYLINK	TestReplyLink	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	[Icons]
P C/79/2012-CC	test	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	[Icons]
P ALKATESTDISPATCH	Alka Test Dispatch	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	[Icons]
P B-11012/9/2012-LF	vbjuhuj	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13	[Icons]
P B-11/8/2012-CC	test	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13	[Icons]
P C-12012/5/2012-PRT	DD 1	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13	[Icons]
P B/143/2012-EBC-Volume[2]	sss	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13	[Icons]

LEGEND > [Blue] Out Today [Red] Most Immediate [Green] Immediate [Yellow] Ordinary

Fig.eFile. 13739

- Move the cursor on **Move To** link, a drop down menu will appear with the following options i.e. (**My Folders, Manage folders** and **Create New folder**) as shown in Fig.eFile.140:



Fig.eFile. 1380

- My Folders-** Click the **My Folders** link from the dropdown menu to view the File inbox and its subfolders.
 - Manage Folders-** Click the **Manage Folders** link from the dropdown menu to **Delete** or **Edit** the folders created under File Inbox.
 - Create New Folder-** Click the **Create New Folder** link from the dropdown menu to create a new folder under File inbox.
- Click the **Create New Folder** option, as shown in Fig.eFile.141:




Fig.eFile. 1391

As a result following screen appears, as shown in Fig.eFile.142:



Fig.eFile. 1402

- Enter the **New Folder name** and select the Folder in which new folder is creating and click the **Save** () button, as shown in Fig.eFile. 143:




Fig.eFile. 1413

As a result new Folder is created in specified Folder.

Mark As:

Helps the user to create a **New Follow Up** which keeps a track of a File, by alert mode, follow up action and specifying time to receive follow up on any corresponding File.

To create a follow up on a File user has to perform the following steps:

- Select the File on which follow up need to be created and click the **New Follow up** option under '**Mark As**' Link, as shown in Fig.eFile. 144:

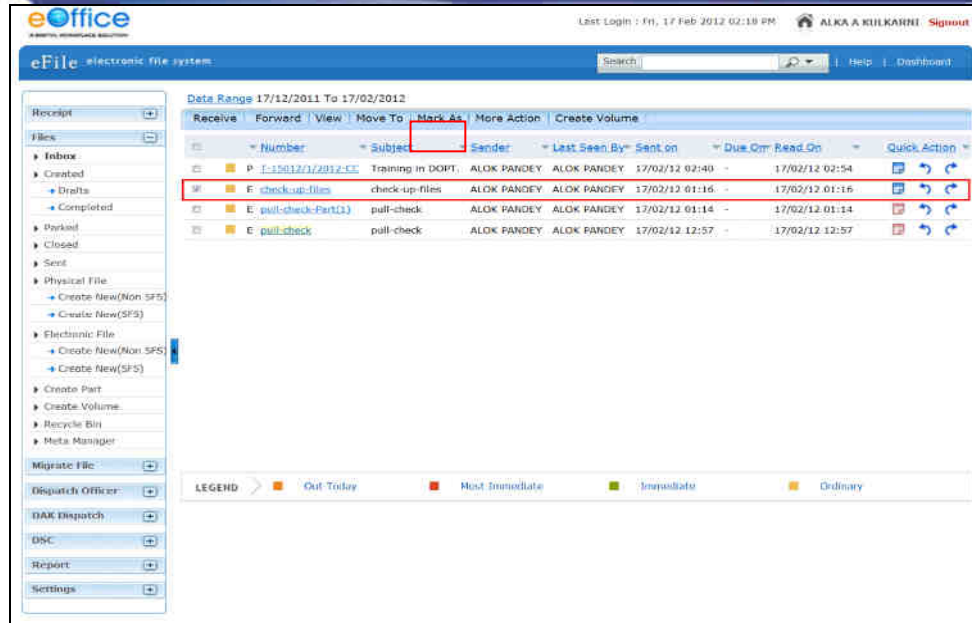


Fig.eFile. 1424

As a result **Follow up** screen will appear as shown in Fig.eFile.145:

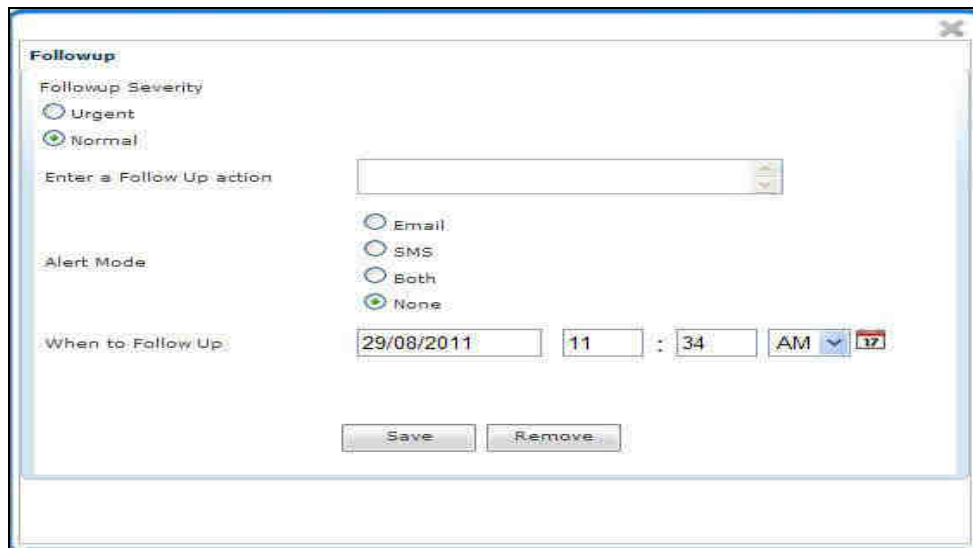


Fig.eFile. 1435

- Select the **Follow up Severity** and fill in the other essential details as shown in Fig.eFile.146:

Followup

Followup Severity

Urgent
 Normal

Enter a Follow Up action

Forward the File

Alert Mode

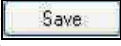
Email
 SMS
 Both
 None

When to Follow Up

30/08/2011 10 : 36 AM

Save Remove

Fig.eFile. 1446

- Click the **Save** () button (Fig.eFile.140), as a result **follow up** for the selected will be created.

More Action:

Helps the user to **close** or **park** the active file.

To Park a particular File user has to perform the following steps:

- After selecting the File which needs to be parked, move the cursor over **More Action** Link and click the **Park File** option, as shown in Fig.eFile.147:

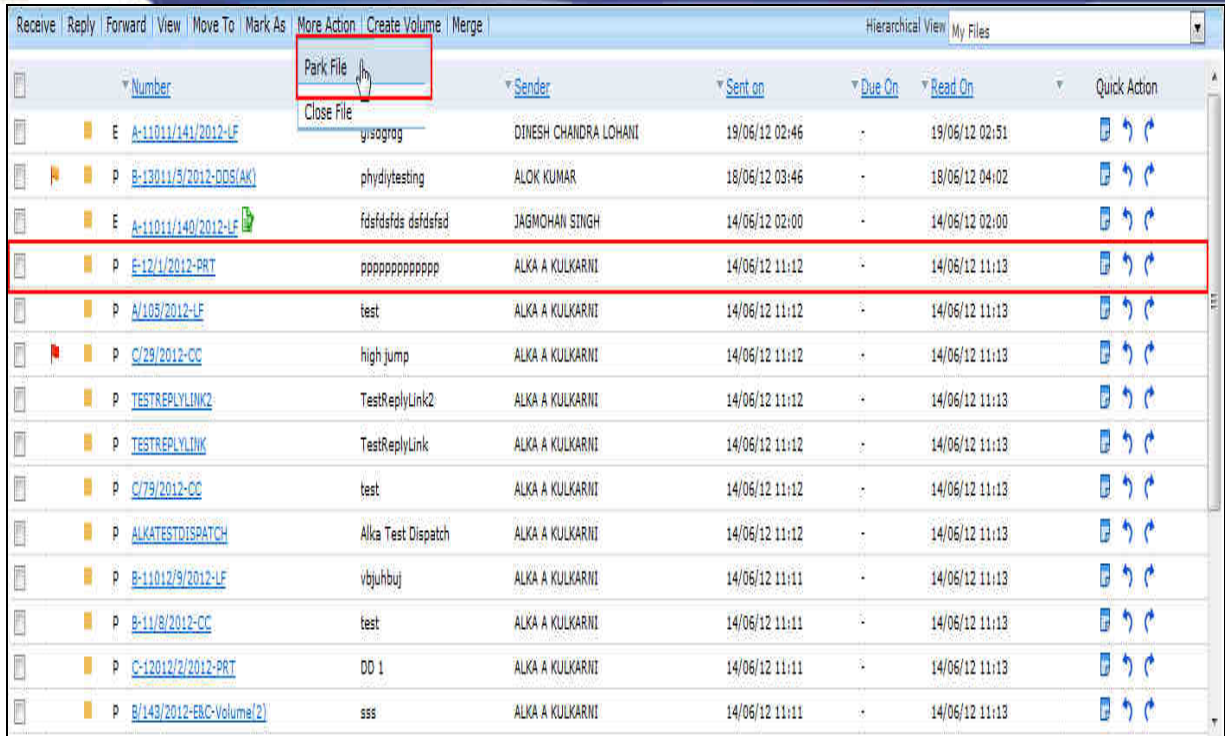


Fig.eFile. 14547

As a result, Parking Confirmation Dialogue box will appear, as shown in Fig.eFile.148:



Fig.eFile. 14648

- Enter the **Remarks** and **Reminder Date** as per requirement and click the **OK** () button, as shown in

Fig.eFile.149:



Fig.eFile. 14749

As a result the selected file will be sent to Parked section of Files.

To close a particular File user has to perform the following steps:

- After selecting the File which needs to be closed, move the cursor over **More Action** Link and click the **Close File** option, as shown in Fig.eFile.150:

Receive Reply Forward View Move To Mark As More Action Create Volume Merge										
Hierarchical View My Files										
	Number	Subject	Sender	Sent on	Due On	Read On	Quick Action			
	E	A-11011/141/2012-LF		DINESH CHANDRA LOHANI	19/06/12 02:46	-	19/06/12 02:51			
	P	B-13011/5/2012-DDS(AK)	phydiytesting	ALOK KUMAR	18/06/12 03:46	-	18/06/12 04:02			
	E	A-11011/140/2012-LF	fdfdfds dsdfdsd	JAGMOHAN SINGH	14/06/12 02:00	-	14/06/12 02:00			
	P	E-12/1/2012-PRT	pppppppppppp	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13			
	P	A/105/2012-LF	test	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13			
	P	C/29/2012-CC	high jump	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13			
	P	TESTREPLYLINK2	TestReplyLink2	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13			
	P	TESTREPLYLINK	TestReplyLink	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13			
	P	C/79/2012-CC	test	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13			
	P	ALKATESTDISPATCH	Alka Test Dispatch	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13			
	P	B-11012/9/2012-LF	vbjuhuj	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13			
	P	B-11/8/2012-CC	test	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13			
	P	C-12012/2/2012-PRT	DD 1	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13			
	P	B/143/2012-56C-Volume(2)	sss	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13			

Fig.eFile. 1480

As a result, Cover page of File will appear, as shown in Fig.eFile.151:

भारत सरकार
GOVERNMENT OF INDIA

NIC

LF

File No. T-Trai 15-Ph 12-Ph Choose 1 2012 LF

Subject

Description* Training in DOPT.

Category Main Choose One

Sub Choose One

Other Details

Classified Choose One

Previous Reference

Later Reference

Closing Remarks

Close

Fig.eFile. 1491

- Enter the **Closing Remarks** as per requirement, as shown in Fig.eFile.152:

भारत सरकार
GOVERNMENT OF INDIA

NIC

LF

File No. T - Trai 15- Ph 12- Ph Choose 1 2012 LF

Subject

Description Training in DOPT.

Category Main Choose One
Sub Choose One

Other Details


Classified Choose One

Previous Reference Later Reference

Closing Remarks Work Completed

Close

Fig.eFile. 1502

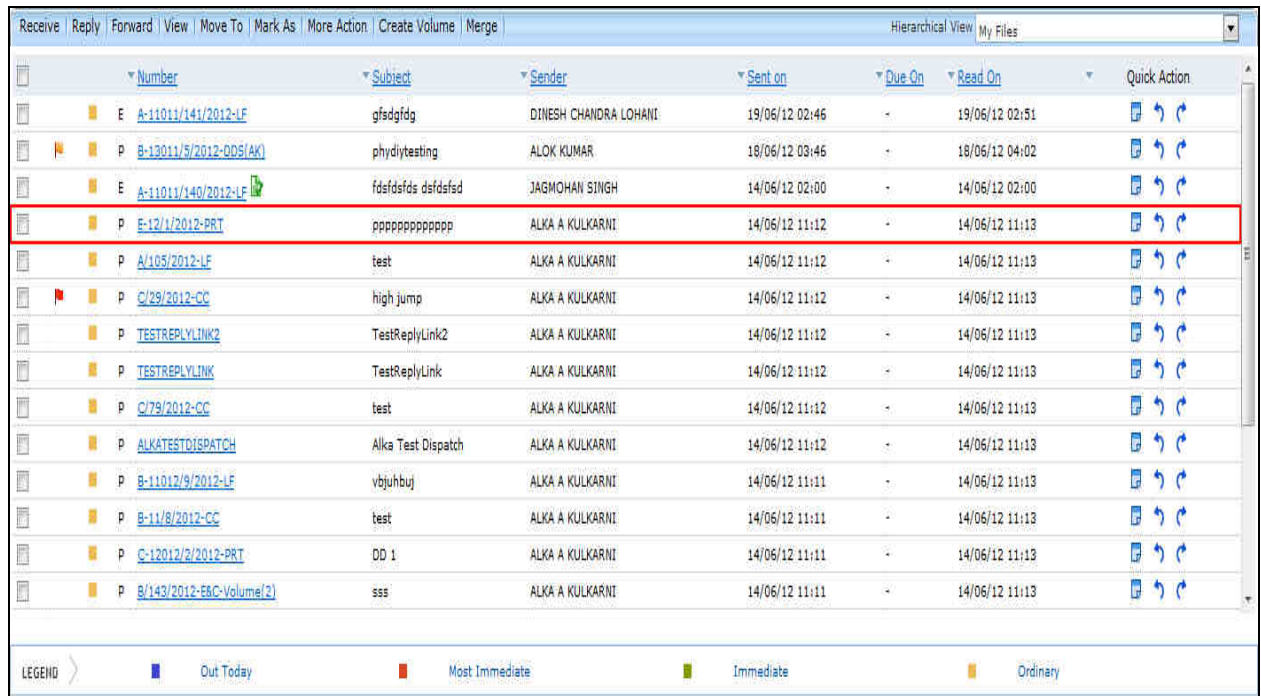
- Click the **Close** () button (Fig.eFile.147) to finally close the file, as a result the selected file will be sent to closed section of Files.

Only creator of the File can close the file, no other person has access to close files.

Create Volume:

Helps the user to create a new Volume of an existing file.

- To create a Volume user has to perform following steps:
- After selecting the File for which new Volume has to be created, click the **Create Volume** Link, as shown in Fig.eFile.153:



Number	Subject	Sender	Sent on	Due On	Read On	Quick Action
E A-11011/141/2012-LF	gfsgfdg	DINESH CHANDRA LOHANI	19/06/12 02:46	-	19/06/12 02:51	[Icons]
P B-13011/5/2012-DDS(AK)	phydiytesting	ALOK KUMAR	18/06/12 03:46	-	18/06/12 04:02	[Icons]
E A-11011/140/2012-LF	fdsfdfds dsfdfsd	JAGMOHAN SINGH	14/06/12 02:00	-	14/06/12 02:00	[Icons]
P E-12/1/2012-PRT	pppppppppppp	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	[Icons]
P A/105/2012-LF	test	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	[Icons]
P C/29/2012-CC	high jump	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	[Icons]
P TESTREPLYLINK2	TestReplyLink2	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	[Icons]
P TESTREPLYLINK	TestReplyLink	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	[Icons]
P C/79/2012-CC	test	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	[Icons]
P ALKATESTDISPATCH	Alka Test Dispatch	ALKA A KULKARNI	14/06/12 11:12	-	14/06/12 11:13	[Icons]
P B-11012/9/2012-LF	vbjuhuj	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13	[Icons]
P B-11/8/2012-CC	test	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13	[Icons]
P C-12012/2/2012-PRT	DD 1	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13	[Icons]
P B/143/2012-ERC-Volume[2]	sss	ALKA A KULKARNI	14/06/12 11:11	-	14/06/12 11:13	[Icons]

LEGEND > ■ Out Today ■ Most Immediate ■ Immediate ■ Ordinary

Fig.eFile. 1513

As a result, the following page will appear, as shown in Fig.eFile.154:

भारत सरकार
GOVERNMENT OF INDIA

NIC

File Number: T-15012/1/2012-CC

Subject

Description: Training in DOPT.

Category: Main: Choose One
Sub: Choose One

Other Details

Classified: Choose One

Remarks:

Previous Reference:

Later Reference:

Create Volume >

Fig.eFile. 1524

- Click the **Create Volume** () button (Fig.eFile.149) to create volume, as a result the following page appears, as shown in Fig.eFile.155:

File No: E-12/1/2012-PRT-VOLUME(2)

Correspondence | Link and DeLink | Movements | Details | Edit | Send | Dispatch | More Action | Create Volume | Convert File | More Details | Merge

File Number : E-12/1/2012-PRT-VOLUME(2) Subject : Training matter

Opening Date : 19/06/12 03:42 Remarks : Training of IAS offi...

Main Category : Sub Category :

Previous Reference : Later Reference :

File Movement History

Sender	Sent on	Sent to	Action	Remarks

Fig.eFile. 1535

Here volume file is created with the Volume number suffixed adjacent to the file number.

Note: You will learn the about different options under the volume file in detail in **Section 9**.

Quick Actions: - There are some useful links given in inbox for Quick Actions such as:

- ❖ **Remarks** (📄) - Shows latest Noting that has been done on that particular File.
- ❖ **Reply** (↩) - It facilitates the user to reply to the sender of the File.
- ❖ **Forward** (➡) - Forward a particular File to the recipient.

Created:

Created link contains a list of all the Files whose File number has been generated but not being marked/sent to any other eOffice user as well as the files whose numbers are not generated. User can view all the created Files, by clicking on '**Created**' link under the Files section.

Created Link Contains 2 options:

- i. **Drafts:** This option contains the Files whose number has not been generated and kept as draft to Work Later on.

The Files in the Draft option can be deleted and sent to Recycle Bin using Delete (✖) link.

- ii. **Completed:** This option contains the Files whose number has been generated and kept in Created section to Work later on.

There are 3 sub links provided under Completed link of Created File Section:

a) **Forward:** Helps the user to forward a particular File/s to the recipient.

- To forward a file user has to perform the following steps:
- Select the File/s from the **Completed** option of **Created File** Link which needs to be forwarded, as shown in Fig.eFile.156:

Number	Subject	Subject Category	Created On	Remarks	Quick Action
P B/175/2012-LF	test	AMC & Demand	14/06/12 12:36	test	↶
P C/139/2012-LF	testing description	-	14/06/12 10:54	testing description	↶
P A/135/2012-LF	testing description	-	14/06/12 10:52	testing description	↶
P C/138/2012-LF	testing description	-	14/06/12 10:51	testing description	↶
P C/137/2012-LF	testing description	-	14/06/12 10:50	testing description	↶
E A-11011/135/2012-LF	dfdsfdfsdf	-	14/06/12 10:14	-	↶
P C-12/5/2012-LF	new physical file	ACR related matters	14/06/12 10:07	testing remark	↶
P E/19/2012-LF	sumit's file	-	13/06/12 02:39	sumit's file	↶
E GOLP234	dsfdf	-	12/06/12 03:26	-	↶
E A-11011/126/2012-LF	saddasdad	-	12/06/12 03:18	-	↶
E LPK0907	dsfdf	-	12/06/12 02:02	-	↶
E A-11011/121/2012-LF	ewqewqewqe	-	12/06/12 12:13	-	↶
E A-11011/120/2012-LF	dsfdfdsf safaf	-	12/06/12 12:08	-	↶
E A-11011/119/2012-LF	sadsadsa	-	12/06/12 11:53	-	↶

LEGEND ■ Out Today ■ Most Immediate ■ Immediate ■ Ordinary

Fig.eFile. 1546

- Click the **Forward** link, as a result the 'Send to' Page will appear, as shown in Fig.eFile.157:

Send

File Number : **A-11011/1/2011-ADM**

Subject : **cell one INEO**

To :

Set Due Date :

Action :

Priority :

Total 1000 |
1000 character left

Remarks :

Fig.eFile. 1557

- Either directly enter the name in the 'To' option or Click the 'To' link to select the marking abbreviation of the recipient from the list box, as shown in Fig.eFile.158:

Send

File Number : **A-11011/1/2011-ADM**

Subject : **cell one INFO**

To: [s]


Rathindra Nath Mukherjee	PA (DM)	Confidential Section of DM
Debprosad Dey	UDA(DPR)	Confidential Section of DM
Swapn Kumar	UDA(SKN)	Confidential

Total 1000 |
1000 character left

Remarks:

Send

Fig.eFile. 15658

- Provide the Due date (if required) for the File using the calendar () link adjacent to the Due Date text box.
- Select the **Action** which has been taken on the File from the dropdown menu as shown in Fig.eFile.159:

The screenshot shows a 'Send' dialog box with the following fields and values:

- File Number : A-11011/1/2011-ADM
- Subject : cell one INFO
- To : Rathindra Nath Mukherjee--PA (DM)--Confidential Section c
- Set Due Date : 31/08/2011
- Action : Forward
- Priority : A dropdown menu is open, showing options: Forward, Approved, For Approval, For Information, Seen, Put Up again, Please Discuss, For Payment.
- Remarks : An empty text box.

A 'Send' button is located at the bottom of the dialog.

Fig.eFile. 15759

- Select the **Priority** (if required) of the File from the dropdown menu (Fig.eFile.159).
- Type the **remarks** (if required) in the Remarks text box, as shown in Fig.eFile.160:

Send

File Number : **A-11011/1/2011-ADM**

Subject : **cell one INFO**

To : Rathindra Nath Mukherjee--PA (DM)--Confidential Section c

Set Due Date : 31/08/2011

Action : Forward


Priority : Most Immediate


Total 1000 |
994 characters left

Remarks :
URGENT

Send

Fig.eFile. 15860

- Click the **Send** () button (Fig.eFile.160). As a result, the created File is sent to the intended recipient.

User can also Pull back the Sent File from the intended recipient even when the File is in the Inbox of the recipient, using the Pull Back () link. In case, the recipient has opened the File, then it is not possible to pull back the File.

- b) View:** Helps the user to list the Files depending upon its current state. i.e. (Physical, Electronic, All)

To use this option, user has to perform following steps:

- Physical-**Click the **Physical** from the dropdown menu to view the **Physical** Files as shown in Fig.eFile.161:

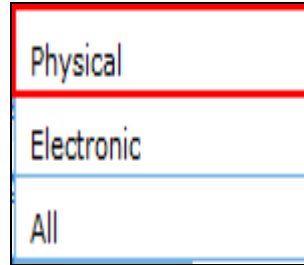


Fig.eFile. 1591

- ii. **Electronic**-Click the **Electronic** from the dropdown menu to view the **Electronic** Files as shown in Fig.eFile.162:

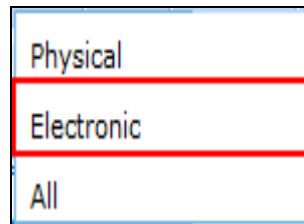


Fig.eFile. 1602

- i. **ALL**-Click the **ALL** from the dropdown menu to view all the Files as shown in Fig.eFile.163:

Fig.eFile. 1613

c) Create Volume:

Helps the user to create a new Volume of an existing file.

To create a Volume user has to perform following steps:

After selecting the File for which new Volume has to be created, move the cursor over **Create Volume** Link and click it, as shown in Fig.eFile.164:

Forward View		Create Volume		Hierarchical View My Files		
	Number	Subject	Subject Category	Created On	Remarks	Quick Action
P	B/175/2012-LF	test	AMC & Demand	14/06/12 12:36	test	
P	C/139/2012-LF	testing description	-	14/06/12 10:54	testing description	
P	A/135/2012-LF	testing description	-	14/06/12 10:52	testing description	
P	C/138/2012-LF	testing description	-	14/06/12 10:51	testing description	
P	C/137/2012-LF	testing description	-	14/06/12 10:50	testing description	
E	A-11011/135/2012-LF	dfsdfsdfsdf	-	14/06/12 10:14	-	
P	C-12/5/2012-LF	new physical file	ACR related matters	14/06/12 10:07	testing remark	
P	E/19/2012-LF	sumit's file	-	13/06/12 02:39	sumit's file	
E	GOLP234	dsfdf	-	12/06/12 03:26	-	
E	A-11011/126/2012-LF	saddasdad	-	12/06/12 03:18	-	
E	LRKQ807	dsfdfs	-	12/06/12 02:02	-	
E	A-11011/121/2012-LF	ewqewqewqe	-	12/06/12 12:13	-	
E	A-11011/120/2012-LF	dfsdfsdf safaf	-	12/06/12 12:08	-	
E	A-11011/119/2012-LF	sadsadsa	-	12/06/12 11:53	-	

LEGEND > ■ Out Today ■ Most Immediate ■ Immediate ■ Ordinary

Fig.eFile. 1624

As a result, the following page will appear, as shown in Fig.eFile.165:

भारत सरकार
GOVERNMENT OF INDIA

NIC

File Number: T-15012/1/2012-CC

Subject

Description: Training in DOPT.

Category: Main: Choose One
Sub: Choose One

Other Details

Classified: Choose One

Remarks

Previous Reference:

Later Reference:

Create Volume >

Fig.eFile. 16366

- Click the **Create Volume** () button (Fig.eFile.166) to create volume, as a result the following page appears, as shown in Fig.eFile.167:

File No: RES(PULLBACK-Volunet2)

Noting | Correspondence | Draft | References | Link | Details | Movements | Edit | Send | More Action | More Details

Receipts

Files

- Inbox
- Created
- Drafts
- Completed
- Periodic
- Closed
- Sent
- Physical File
 - Create New(Non SFS)
 - Create New(SFS)
 - Create Shadow File
- Electronic File
 - Create New(Non SFS)
 - Create New(SFS)
 - Create Shadow File
- Create Part
- Create Volume**
- Recycle Bin

Migrate File

Dispatch

DSC

Reports

Settings

Add Green Note

Add Yellow Note

Correspondence

There is no correspondence attached with this file.

Fig.eFile. 1647

Note: You will learn the process of volume creation in detail in Section 9.-where is section 9

Quick Actions: - There are some useful links given in inbox for Quick Actions such as:

- ❖ **Forward** (🔄) - Forward a particular File to the recipient.

Parked:

Parked link contains a list of all the Files that are temporary closed and work will be done later on. Pendency of File will be removed if any file is parked. Parked files can be made active at any point of time.

To make Parked File an Active File, user has to perform the following steps:

- Select the File/s from the **Parked link** of Files which needs to be Parked, as shown in Fig.eFile.168:

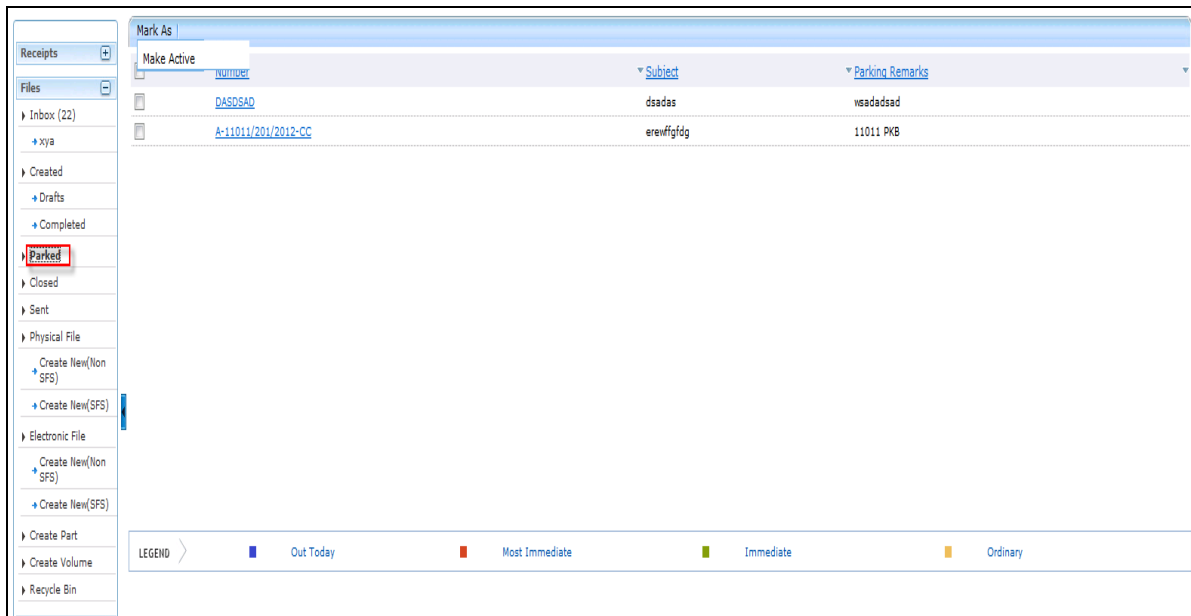


Fig.eFile. 16568

- Scroll mouse over '**Mark As**' Link and click the Make Active option under it, as shown in Fig.eFile.169:

NUMBER	Subject	Remarks
DASDSAD	dsadas	wsadasad
A-11011/201/2012-CC	erefffjtdg	11011 PKB

Fig.eFile. 16669

As a result, the Files become active and move to the File Inbox.

Closed:

Closed link contains a list of Files that are closed as complete work has been done on it already. Closed Files can be made active at any point of time.

To make Closed File an Active File, user has to perform the following steps:

- Select the File/s from the **Closed link** of Files which needs to be Closed, as shown in Fig.eFile.170:

NUMBER	Subject	Closed On	Closed Remarks
A-11011/201/2012-CC	dsadas	18/08/12 11:04	close
0/00/2012-CC	im	18/08/12 11:07	add
T-04011(2)/2012-CP	Imported	17/07/12 01:01	close it
0-12012/2012-TN(II)-Volume(3)	Testing Geopora...	02/17/12 16:05	close it
A-04011/1/2012-CP	test	27/06/12 02:18	add

Fig.eFile. 16770

Only creator of the File can close the file, no other person has access to close files.

- Scroll mouse over **Mark As** Link and click the **Make Active** option under it, as shown in Fig.eFile.171:

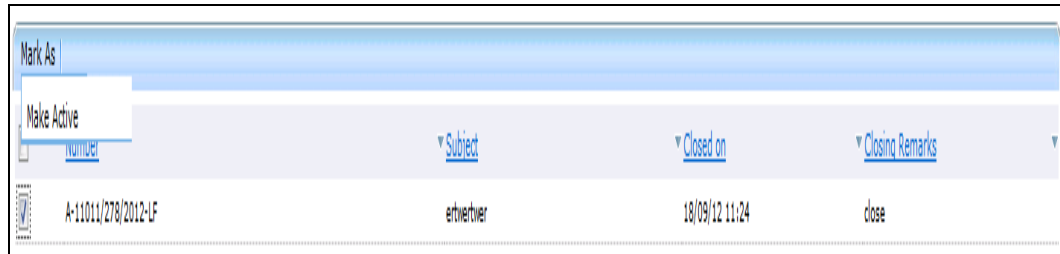


Fig.eFile. 1681

As a result, the Files become active and move to the File Inbox.

Sent:

Sent option contains a list of all the Files that are sent as an **outward correspondence**. User can view all the sent Files, by clicking the **Sent** link under the Files section. As a result the, **Sent Files** screen appears as shown in Fig.eFile.172:

View	Number	Subject	Sent To	Sent on	Due On
P	C/145/2012-LE	test	DINESH CHANDRA LOHANI	14/06/12 12:42	-
E	D-12012/1/2012-PRT	Tendulkar Phy File 1	DINESH CHANDRA LOHANI	14/06/12 12:07	-
E	A-11011/139/2012-LE	sdsadfdfdf	ALOK KUMAR	14/06/12 12:24	-
E	A-11011/139/2012-LE	sdsadfdfdf	JAGMOHAN SINGH	14/06/12 12:17	-
E	A-11011/138/2012-LE	safsafaf	JAGMOHAN SINGH	14/06/12 12:13	-
P	E-12/1/2012-PRT	pppppppppppp	ALKA A KULKARNI	14/06/12 11:52	-
P	A/100/2012-LE	test	ALKA A KULKARNI	14/06/12 11:52	-
P	C/29/2012-CC	high jump	ALKA A KULKARNI	14/06/12 11:52	-
P	TESTREPLYLINK	TestReplyLink2	ALKA A KULKARNI	14/06/12 11:52	-
P	A-12012/2/2012-LE	Daily eaj Tek	ALKA A KULKARNI	14/06/12 11:52	-
P	TESTREPLYLINK	TestReplyLink	ALKA A KULKARNI	14/06/12 11:52	-
P	C/79/2012-CC	test	ALKA A KULKARNI	14/06/12 11:52	-
P	ALKATESTDISPATCH	Alka Test Dispatch	ALKA A KULKARNI	14/06/12 11:52	-
P	B-11012/9/2012-LE	vghuhuj	ALKA A KULKARNI	14/06/12 11:51	-

LEGEND > ■ Out Today ■ Meet Immediate ■ Immediate ■ Ordinary

Fig.eFile. 1692

There are 3 links provided under Sent Section of File:

a) **View:** Helps the user to list the Files depending upon its current state (Physical, Electronic, Follow Up, All).

To use this option, user has to perform following steps:

- Move the cursor on **View** link, a drop down menu will appear with the following options as shown in Fig.eFile.173.

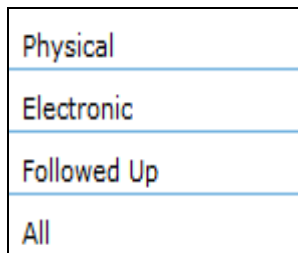


Fig.eFile. 1703

i) **Followed Up**-Click the **Followed Up** from the dropdown menu to view the Files on which the user has marked a follow up, as shown in Fig.eFile.174:

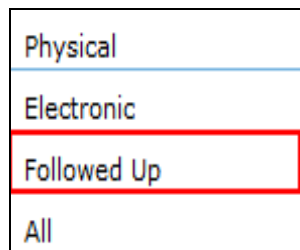


Fig.eFile. 1714

ii) **Physical**-Click the **Physical** from the dropdown menu to view the **Physical** Files as shown in Fig.eFile.175:

Physical
Electronic
Followed Up
All

Fig.eFile. 1725

iii) **Electronic**-Click the **Electronic** from the dropdown menu to view the **Electronic** Files as shown in Fig.eFile.176:

Physical
Electronic
Followed Up
All

Fig.eFile. 1736

iv) **ALL** - Click the **ALL** from the dropdown menu to view all the Files as shown in Fig.eFile.177:

Physical
Electronic
Followed Up
All

Fig.eFile. 1747

b) **Mark As**: User can use this option to create a **New Follow Up** which keeps a track of a File, by alert mode, follow up action and specifying time to receive follow up on any corresponding File.

To create a follow up on a File user has to perform the following steps:

- Select the File on which follow up need to be created and click the **New Follow up** option under '**Mark As**' Link, as shown in Fig.eFile.178:

View	Mark As	Create Part	Number	Subject	Sent To	Sent on	Due On
			P C/145/2012-LF	test	DINESH CHANDRA LOHANI	14/06/12 12:42	-
			E D-13013/1/2012-PRT	Tendulkar Phy File 1	DINESH CHANDRA LOHANI	14/06/12 12:37	-
			E A-11011/139/2012-LF	sdsadfafdsf	ALOK KUMAR	14/06/12 12:24	-
			E A-11011/139/2012-LF	sdsadfafdsf	JAGMOHAN SINGH	14/06/12 12:17	-
			E A-11011/138/2012-LF	safsafaf	JAGMOHAN SINGH	14/06/12 12:13	-
			P E-12/1/2012-PRT	ppppppppppppp	ALKA A KULKARNI	14/06/12 11:12	-
			P A/105/2012-LF	test	ALKA A KULKARNI	14/06/12 11:12	-
			P C/29/2012-CC	high jump	ALKA A KULKARNI	14/06/12 11:12	-
			P TESTREPLYLINK2	TestReplyLink2	ALKA A KULKARNI	14/06/12 11:12	-
			P A-12012/2/2012-LF	Daily aaj Tak	ALKA A KULKARNI	14/06/12 11:12	-
			P TESTREPLYLINK	TestReplyLink	ALKA A KULKARNI	14/06/12 11:12	-
			P C/79/2012-CC	test	ALKA A KULKARNI	14/06/12 11:12	-
			P ALKATESTDISPATCH	Alka Test Dispatch	ALKA A KULKARNI	14/06/12 11:12	-
			P B-11012/9/2012-LF	vbjuhuj	ALKA A KULKARNI	14/06/12 11:11	-

LEGEND > ■ Out Today ■ Most Immediate ■ Immediate ■ Ordinary

Fig.eFile. 17578

As a result **follow up** screen will appear as shown in Fig.eFile.179:

Followup

Followup Severity

Urgent

Normal

Enter a Follow Up action:

Alert Mode

Email

SMS

Both

None

When to Follow Up: :

Fig.eFile. 17679

- Select the **Follow up Severity** and fill in the other essential details as shown in Fig.eFile.180:

Followup

Followup Severity

Urgent

Normal

Enter a Follow Up action

Forward the File

Alert Mode

Email

SMS

Both

None


When to Follow Up

30/08/2011 10 : 36 AM

Save Remove

Fig.eFile. 1770

- Click the **Save** () button (Fig.eFile.180), as a result **Follow up** will be created.

User can also Pull back the File from the intended recipient even when the File is in the Inbox of the recipient, using the Pull Back () link. In case, the recipient has opened the File, then it is not possible to pull back the File.

- c) **Create Part:** User can use this option to create a **Part file** of the existing file which is under submission.

Part Files cannot be created if the file is already in File inbox.

To create a **Part file** of the existing file, user has to perform the following steps:

- Select the File for which part file needs to be created and click the '**Create Part**' option, as shown in Fig.eFile.181:

View	Mark As	Create Part	Number	Subject	Sent To	Sent on	Due On
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E A-11011/141/2012-LF	gfsdgsfdg	DINESH CHANDRA LOHANI	19/06/12 02:46	-
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E A-11011/139/2012-LF	Training matter	DINESH CHANDRA LOHANI	19/06/12 02:46	-
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E D/53/2012-E&C	sds	BIKRAM SINGH	19/06/12 12:22	-
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P D/58/2012-LF	rwar	JAGMOHAN SINGH	18/06/12 02:47	19/06/12 12:00
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P C/137/2012-LF	testing description	RAMESH KUMAR	15/06/12 11:34	-
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E A-11011/141/2012-LF-Volume(2)	Training schedule	BIKRAM SINGH	15/06/12 11:29	-
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E A-12012/6/2012-CC	saaas	BIKRAM SINGH	15/06/12 11:17	-
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P A-12012/2/2012-LF	Daily aaj Takssaa	ALOK PANDEY	14/06/12 04:38	-
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E A/136/2012-LF	test	JAGMOHAN SINGH	14/06/12 03:52	22/06/12 12:00
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P C-11/2/2012-LF	123	A NALLASAMY	14/06/12 03:47	-
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E A-11011/128/2012-LF	fdsafsd	A NALLASAMY	14/06/12 03:47	-
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E A-11011/141/2012-LF	gfsdgsfdg	ALKA A KULKARNI	14/06/12 02:11	-
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E A-11011/140/2012-LF	fdsafsd dsafdsd	JAGMOHAN SINGH	14/06/12 01:58	-
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P C/145/2012-LF	test	DINESH CHANDRA LOHANI	14/06/12 12:42	-

LEGEND > Out Today Most Immediate Immediate Ordinary

Fig.eFile. 1781

As a result, Cover page of file appears asking to create a Part file, as shown in Fig.eFile.182:

भारत सरकार
GOVERNMENT OF INDIA

NIC

File Number:

Subject

Description:

Category: Main
Sub

Other Details

Classified:

Remarks:

Previous Reference: Later Reference:

Fig.eFile. 1792

User can change Subject/Description and Remarks (if required) on the file cover except the File no.

- Enter the Description and other fields (if required) and click the **'Create Part'** button, as shown in Fig.eFile.183:

The screenshot displays the 'Create Part' form in the eFile system. At the top, it shows the Government of India logo and the text 'भारत सरकार GOVERNMENT OF INDIA'. Below this, the 'File Number' is 'A-11011/139/2012-LF'. The 'Subject' section contains a dropdown menu with 'Training matter - new part matter' selected. The 'Description' field is empty. The 'Category' section has 'Main' and 'Sub' dropdown menus, both set to 'Choose One'. The 'Other Details' section includes a 'Classified' dropdown set to 'Choose One', a 'Remarks' field with the text 'In reference to the previous part of this File', and two empty text boxes for 'Previous Reference' and 'Later Reference'. At the bottom, a 'Create Part' button with a right-pointing arrow is highlighted with a red box and a mouse cursor.

Fig.eFile. 1803

As a result, new part file is created with the File no at the top of File as shown in Fig.eFile.184:

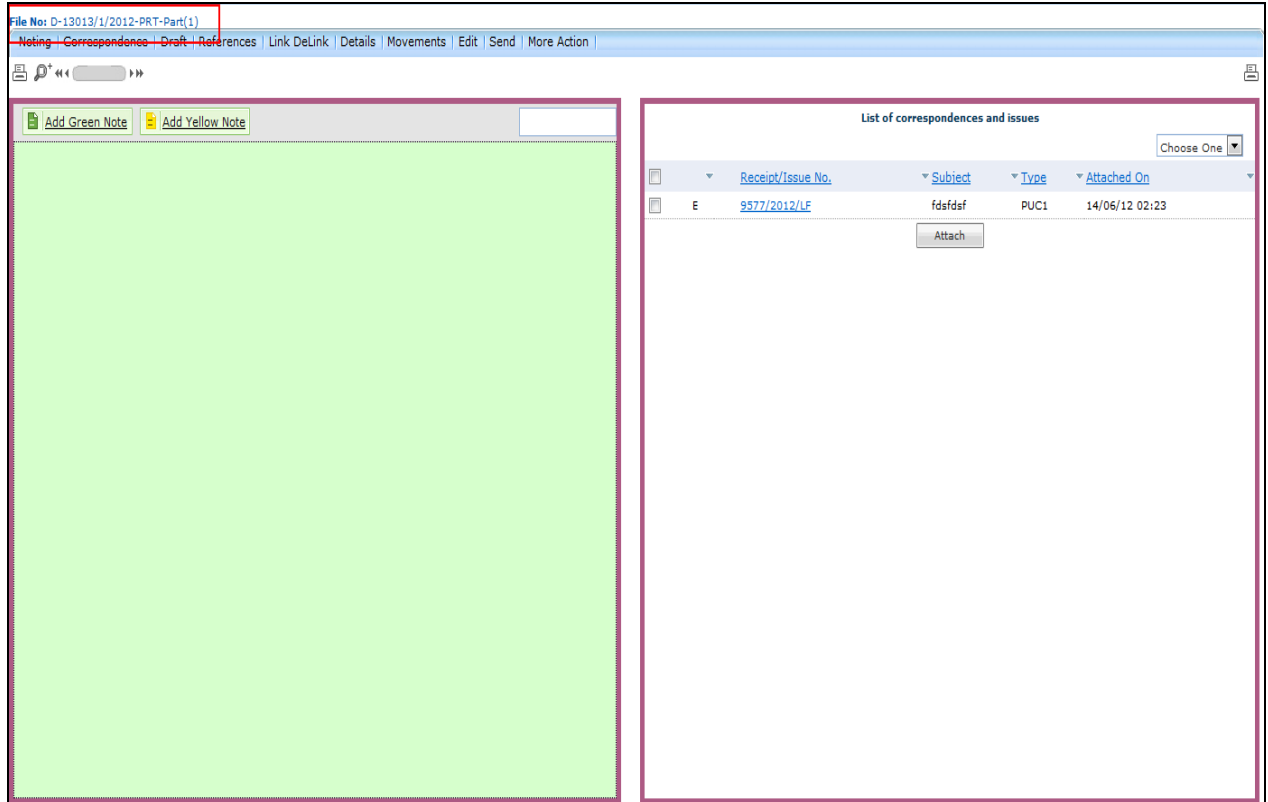


Fig.eFile. 1814

Physical File:

Physical File option under the Files section helps the user to create a new **Physical File**.

Physical File Link Contains 2 options:

- i. **Create New (Non-SFS):** This option creates a physical file with Non-SFS standard i.e. the user has to select the available heads for the nomenclature of File.
- Click on the **Create New(Non-SFS)** option under Physical File, as shown in Fig.eFile.185:

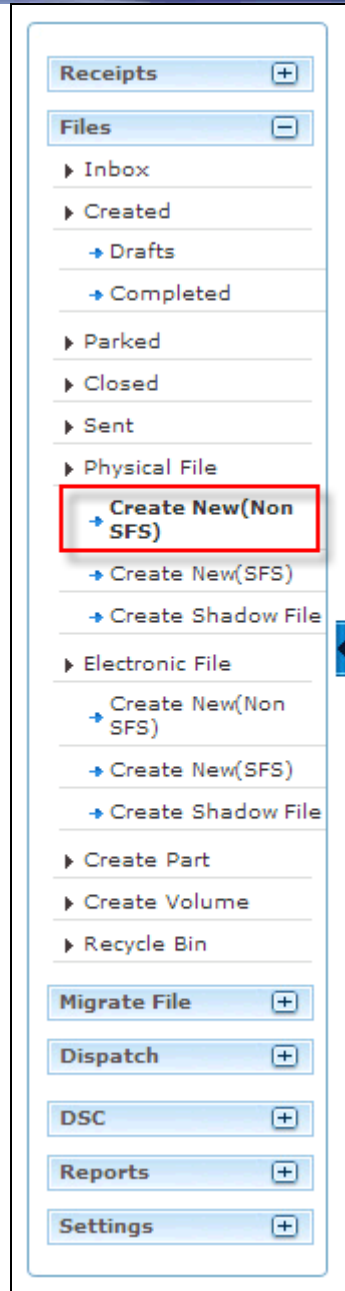


Fig.eFile. 1825

As a result, File Cover Page screen appears as shown in Fig.eFile.186:

भारत सरकार
GOVERNMENT OF INDIA

NIC
ADM

File No. * Choose Choose Choose Choose 2011 ADM

Subject

Description *

Category Main Choose One
Sub Choose One

Other Details

Classified Choose One

Remarks

Previous Reference Later Reference

Work On File Later > Continue Working >

Fig.eFile. 1836

- Enter the necessary details on the File Cover Page. **File Basic Head** and **Subject Description** are the Mandatory fields, as shown in Fig.eFile.187:

भारत सरकार
GOVERNMENT OF INDIA

NIC

LF

File No. A - Ests 14 - Sc 11 - Re Choose 2012 LF

Subject

Description Judiciary Matter

Category Main Appointments
Sub Choose One

Other Details


Classified Choose One

Remarks

Previous Reference Later Reference

Work On File Later > Continue Working >

Fig.eFile. 1847

- After filling the necessary details, click the **Continue Working** () button (Fig.eFile.180) to create a new file. As a result, file gets created, along with a unique file number based on the selection of heads as shown in Fig.eFile.188:

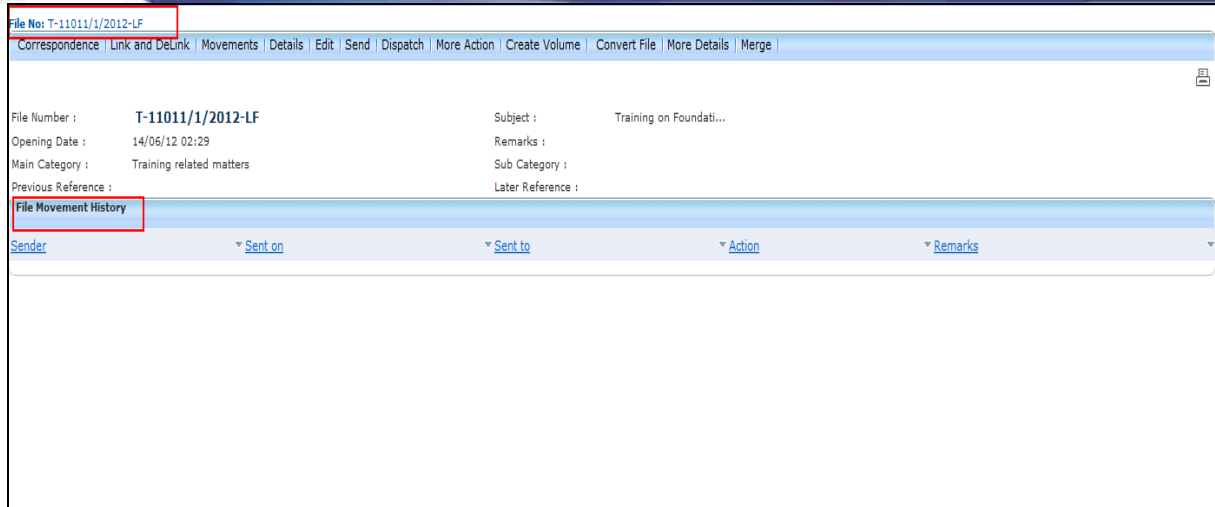


Fig.eFile. 18588

User can also click the Work on File Later ([Work On File Later](#)) button if want to work on File later on. And so the file moves to Draft section of Created File link. In this case the unique number of file is not generated.

User can perform 11 different operations on a file, For instance:

a) **Correspondence:**

With the help of this feature user can attach physical correspondence/Receipt to the working File.

To attach Correspondence user has to perform following steps:

- Click the **Correspondence** ([Correspondence](#)) Link (Fig.eFile.188), as a result **List of Correspondences and Issues** page appears on right side of Notings page, as shown in Fig.eFile.189:

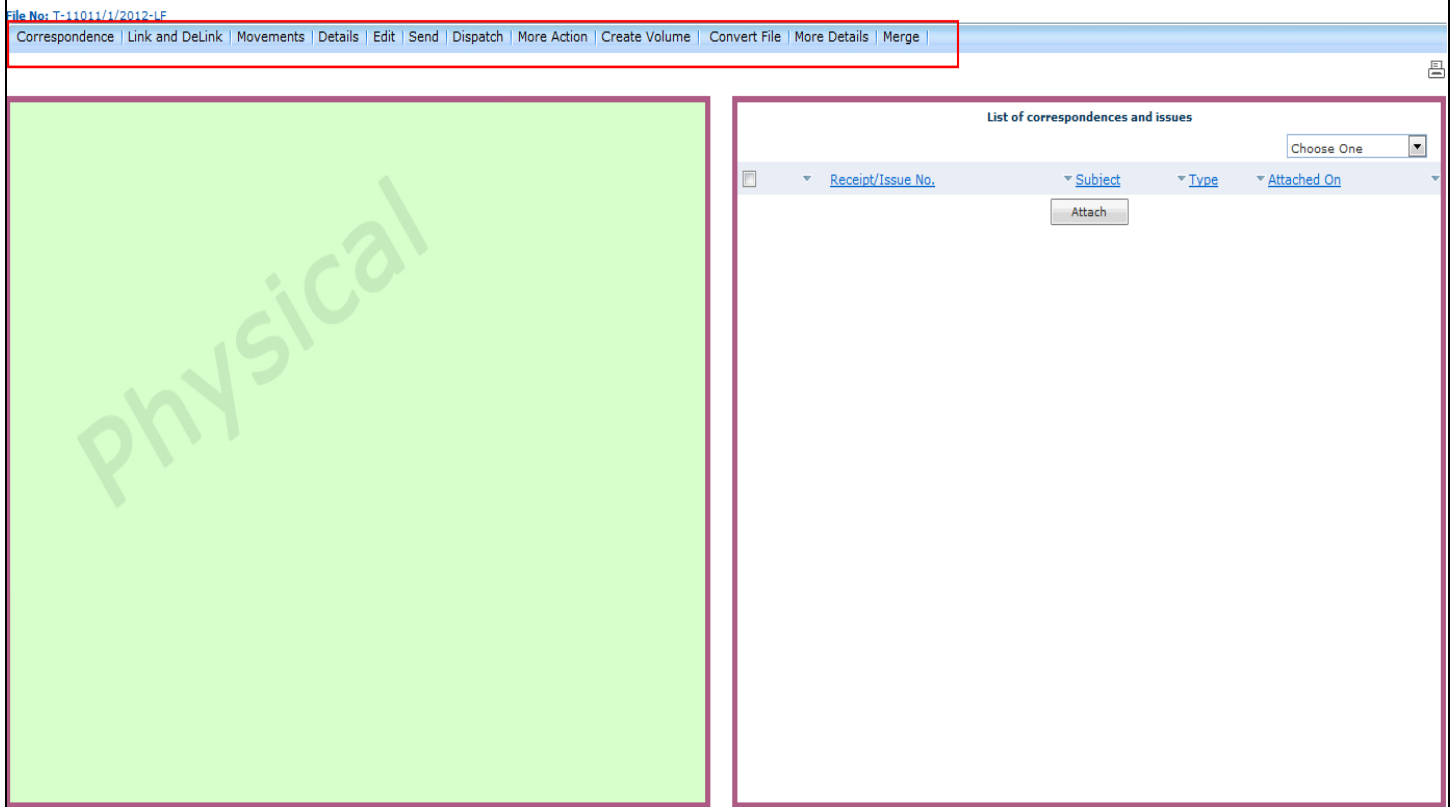



Fig.eFile. 18689

- Click the **Attach** () Button (Fig.eFile.189), as a result, the **Receipt Search window** appears, as shown in Fig.eFile.190:

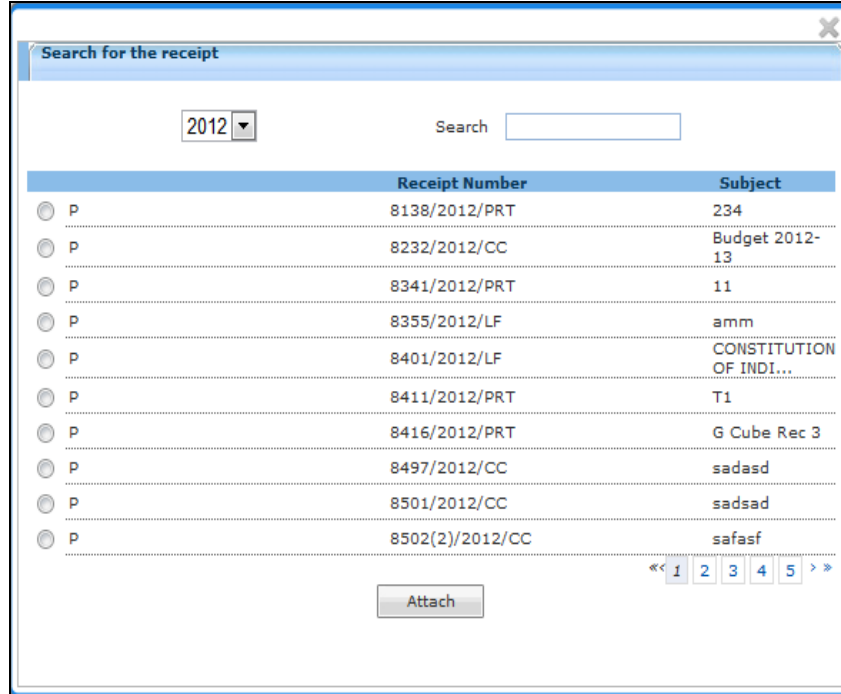


Fig.eFile. 1870

- Select the receipt from the **Receipt Search window** to attach with the file (Fig.eFile.190).
- After selecting the receipt, click the Attach () button (Fig.eFile.190). As a result, the receipt gets attached to the file, as shown in Fig.eFile.191:

Receipt should not have referencing, it should be dereferenced.

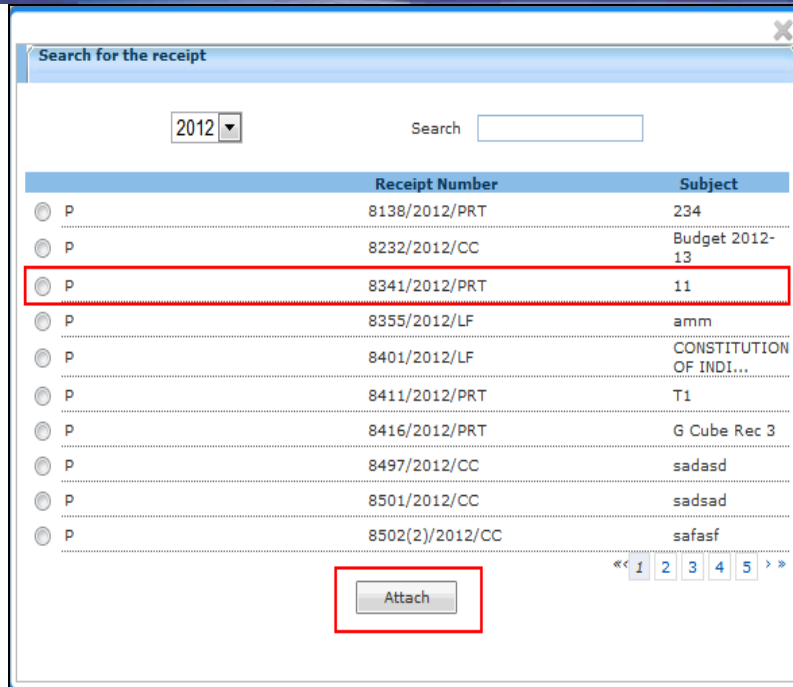


Fig.eFile. 1881

Type of the receipt can be changed from the dropdown menu available at the top of **List of Correspondences and Issues** page:

i. Mark As PUC:

Helps the user to **mark** the receipt as **Paper Under Consideration (PUC)**.

To mark a receipt as Paper under Consideration (PUC) user has to perform following steps:

- Select the receipt from the **List of Correspondences and issues** which needs to be marked as PUC, as shown in Fig.eFile.192:

By default the first receipt attached to a file is marked as PUC1 (Paper under Consideration).

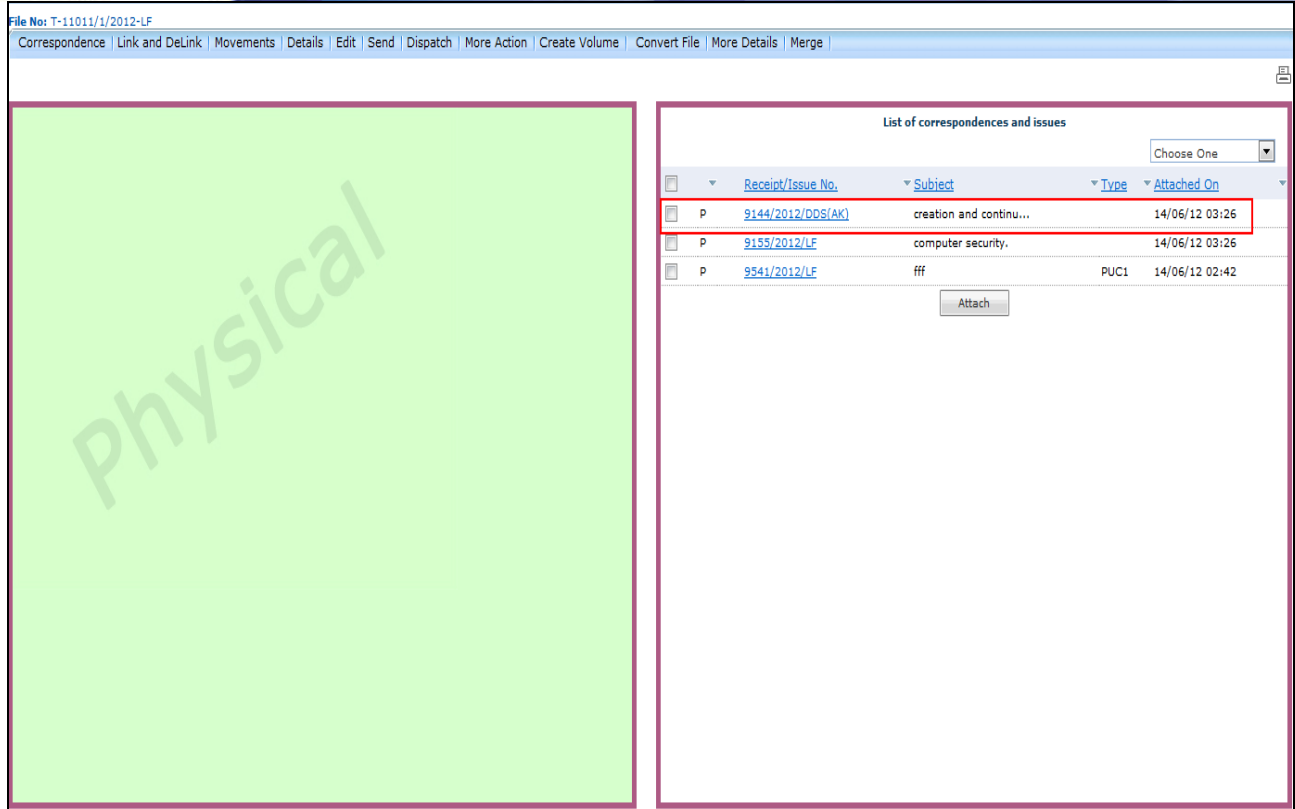


Fig.eFile. 1892

- Select the type as **PUC** from the dropdown menu, as shown in Fig.eFile.193:

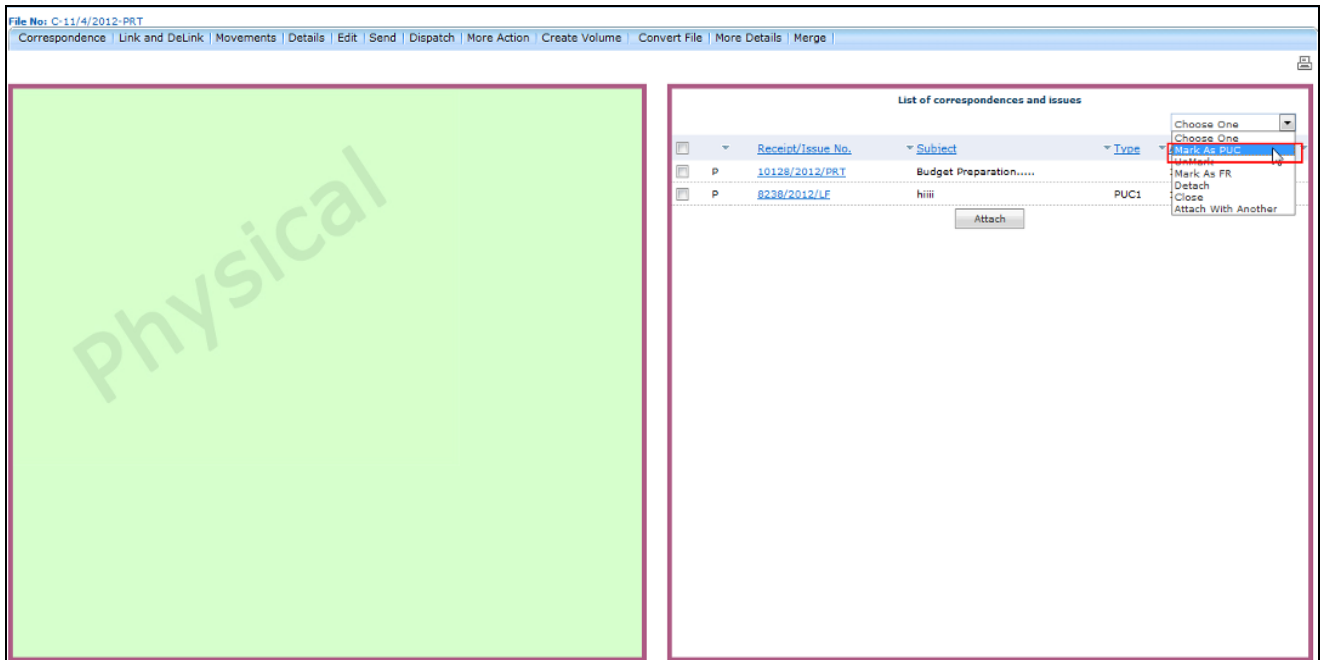


Fig.eFile. 1903

ii. **Unmark:**

Helps the user to **unmark** the receipt, if it is marked as PUC or FR.

To unmark an already marked receipt user has to perform following steps:

Select the receipt from the **List of Correspondences and Issues** which needs to be Unmarked.
Select the type as **Unmark** from the dropdown menu.

iii. **Mark As FR:**

Helps the user to mark the receipt as **Fresh Receipt (FR)**.

To mark a receipt as Fresh Receipt (FR) user has to perform following steps:

- Select the receipt from the **List of Correspondences and issues** which needs to be marked as FR, as shown in Fig.eFile.194:

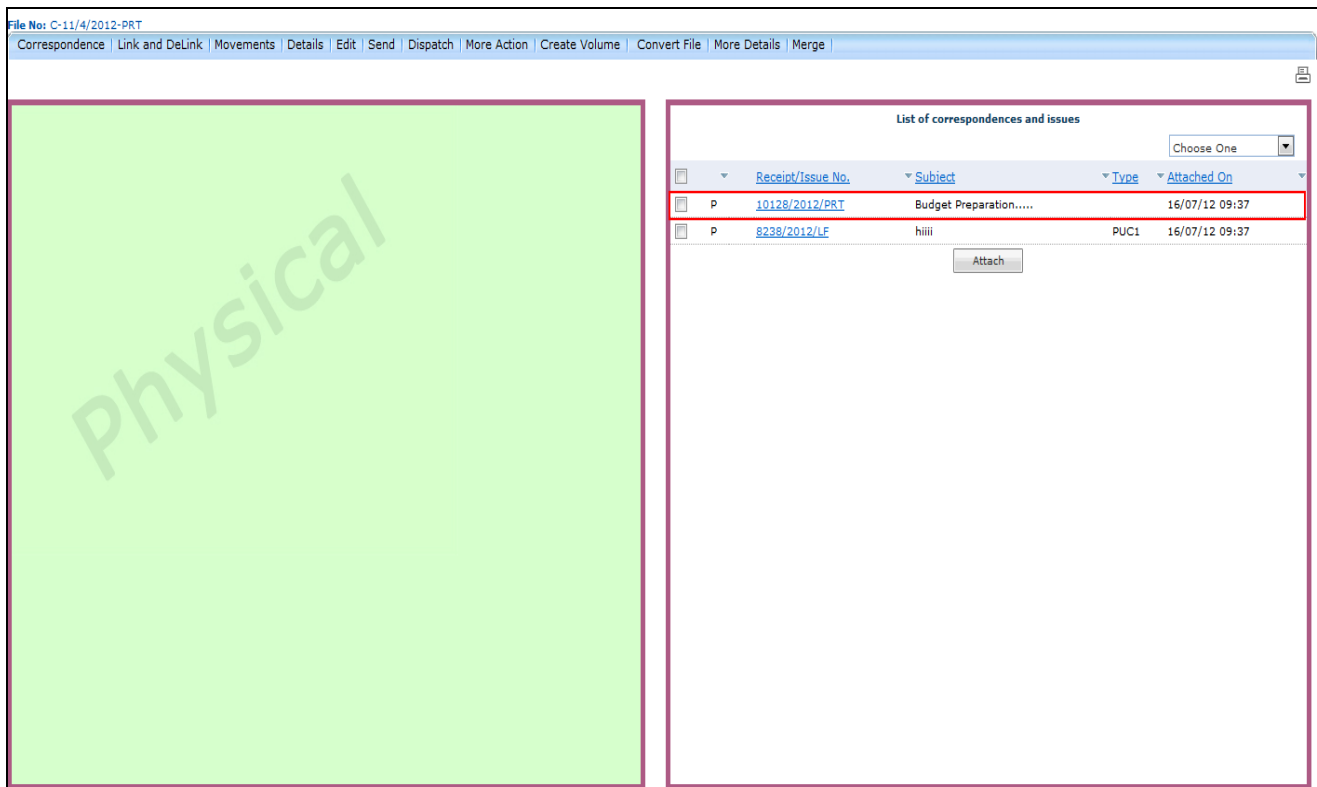


Fig.eFile. 1914

- Select the type as **FR** from the dropdown menu, as shown in Fig.eFile.195:

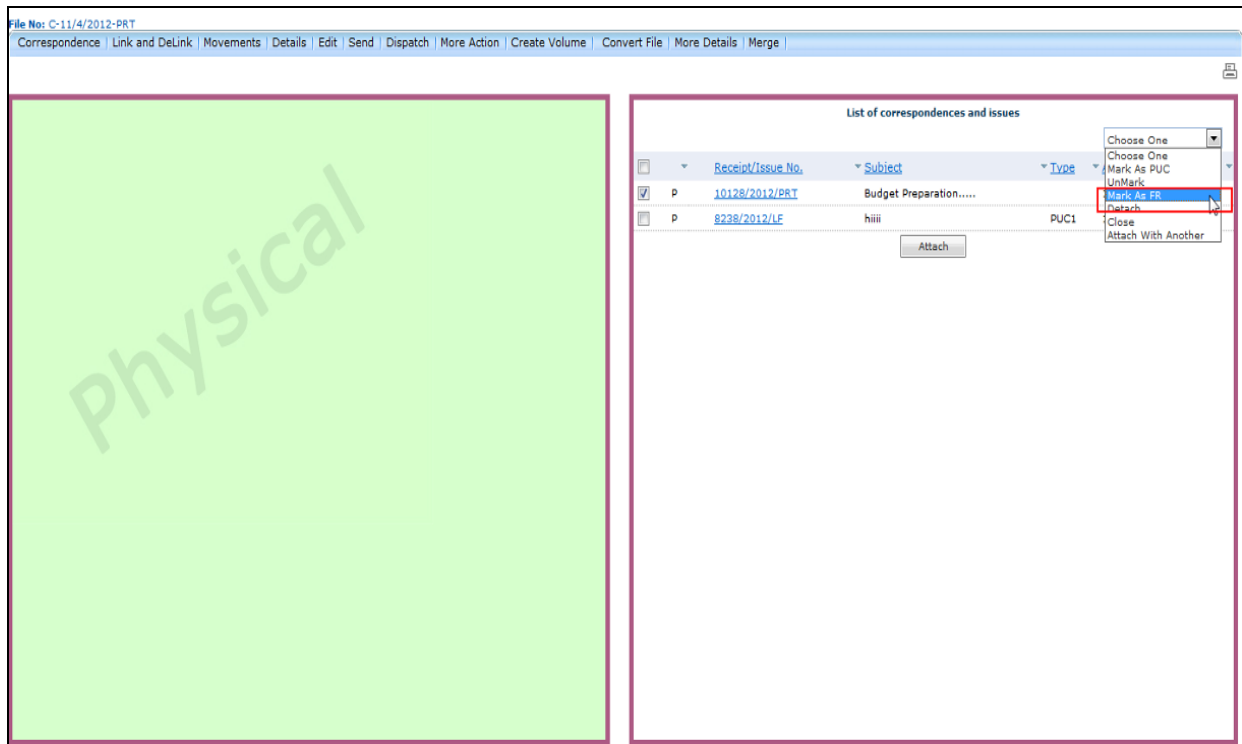


Fig.eFile. 1925

- Then, select the PUC Number from the dropdown menu as shown in Fig.eFile.196:

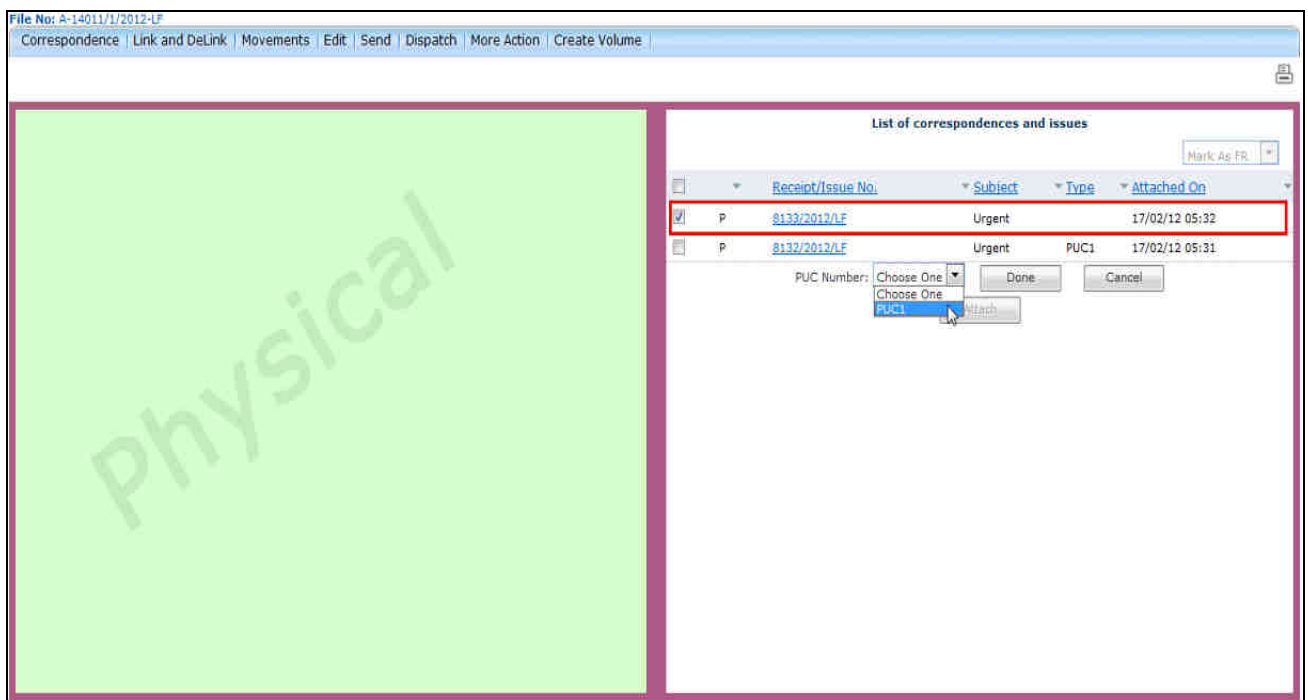



Fig.eFile. 1936

- Click the 'Done' () button (Fig.eFile.196), as a result the receipt gets marked as FR, as shown in Fig.eFile.197:

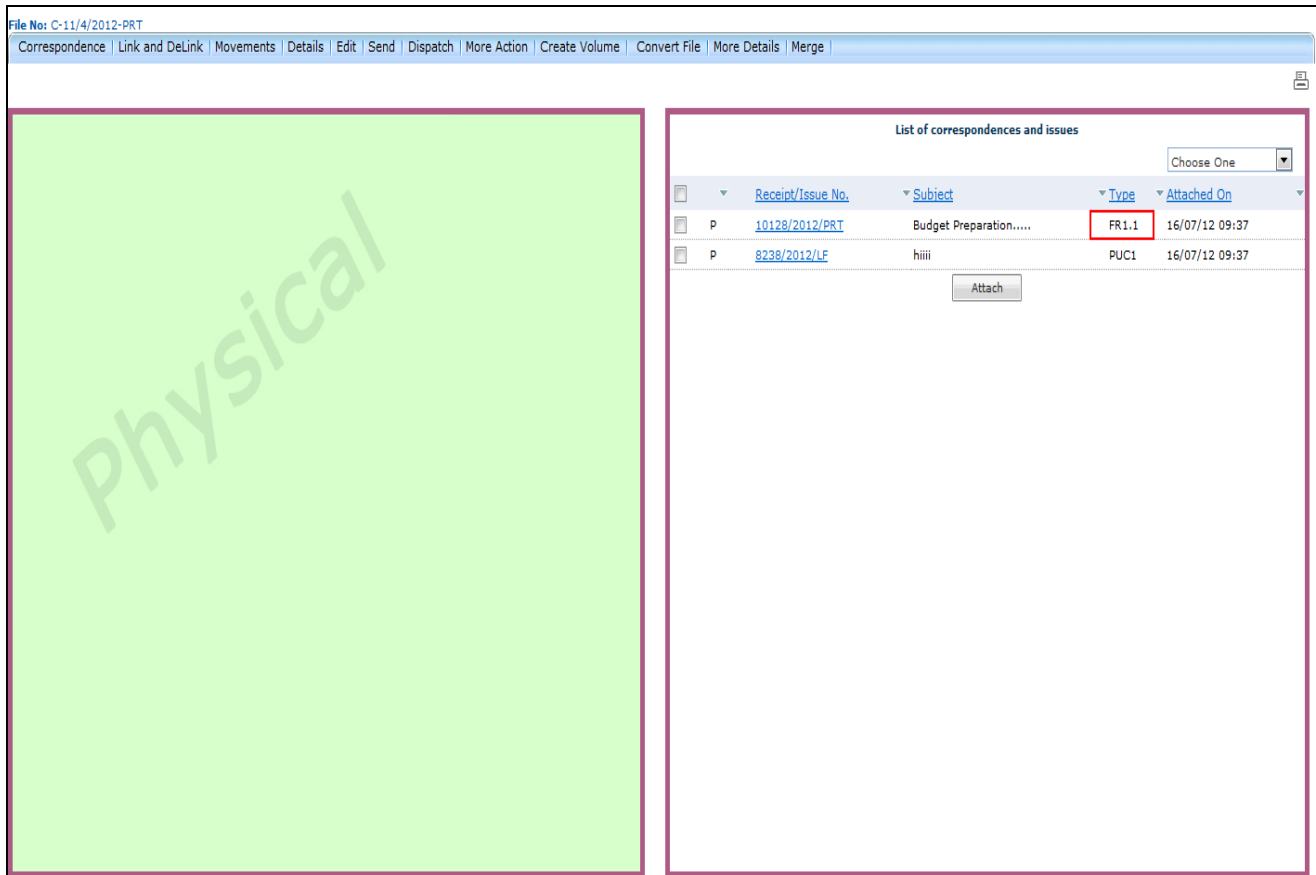


Fig.eFile. 1947

iv. **Detach:**

Helps the user to **Delete/Detach** the attached receipt from **List of Correspondences and issues**.

If the user detaches a receipt which is marked as PUC then its related FR's will be unmarked. (Only the initiator of the file can detach the receipts).

To detach a receipt, user has to perform following steps:

Select the receipt from the **TOC of Correspondences** which needs to be detached.
Select the type as **Detach** from the dropdown menu.

v. **Close:**

Helps the user to **Close** the attached receipt from **TOC of Correspondences**.

To close a receipt, user has to perform following steps:

- Select the receipt from the **TOC of Correspondences** which needs to be closed, as shown in Fig.eFile.198:

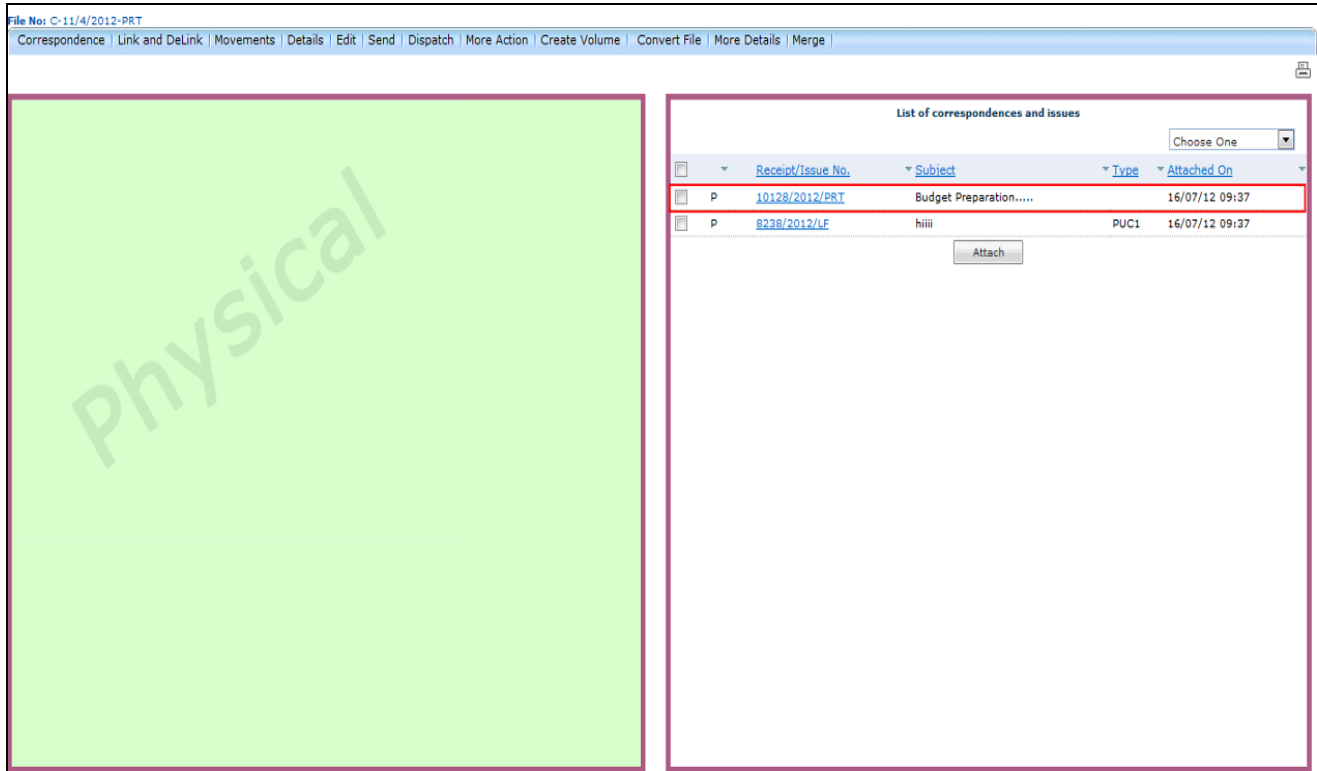


Fig.eFile. 198

- Select the type as **Close** from the dropdown menu, as shown in Fig.eFile.199:

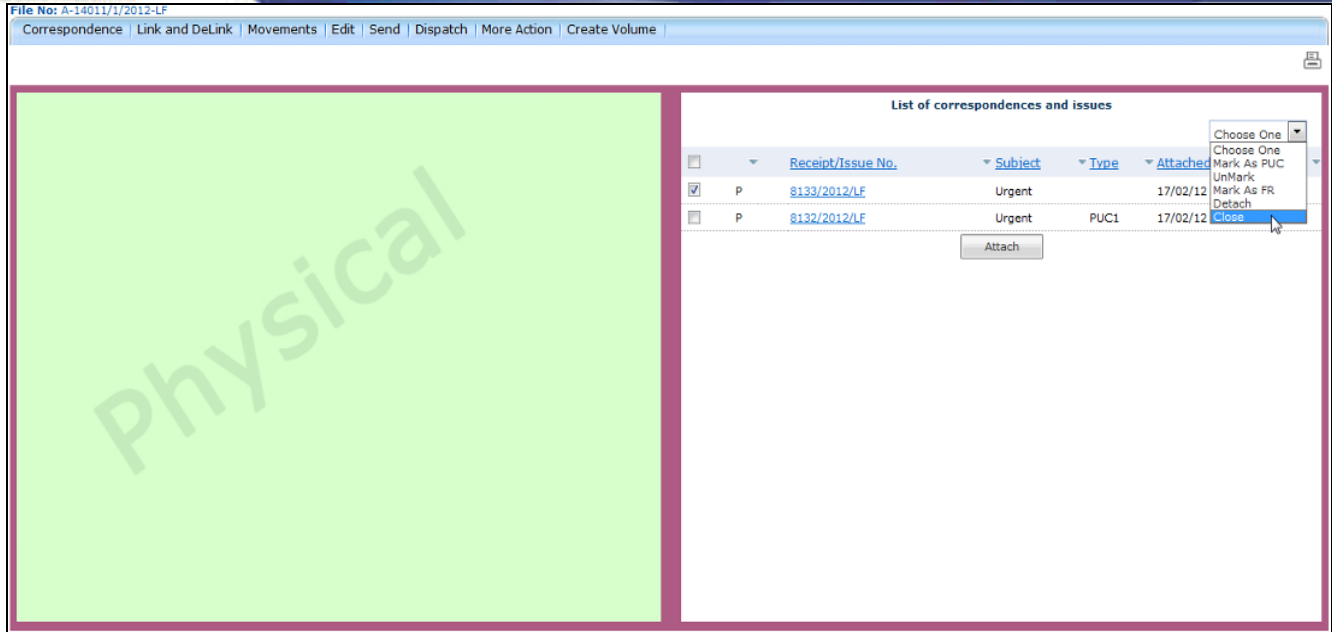


Fig.eFile. 199

As a result, **Close confirmation Box** appears as shown in Fig.eFile.200:



Fig.eFile. 200

- Enter the Remarks and click the **OK** () button, as shown in Fig.eFile.201:



Fig.eFile. 1951

As a result, the selected receipt gets closed and so moves to **Closed** Link of Receipts section of the creator of the receipt.

vi. **Attach with another:**

Helps the user to attach the already merged receipt to another File.

To attach the receipt with another File, user has to perform following steps:

- Select the receipt which needs to be put in another File and select the '**Attach With Another**' option from the dropdown as shown in Fig.eFile.202:

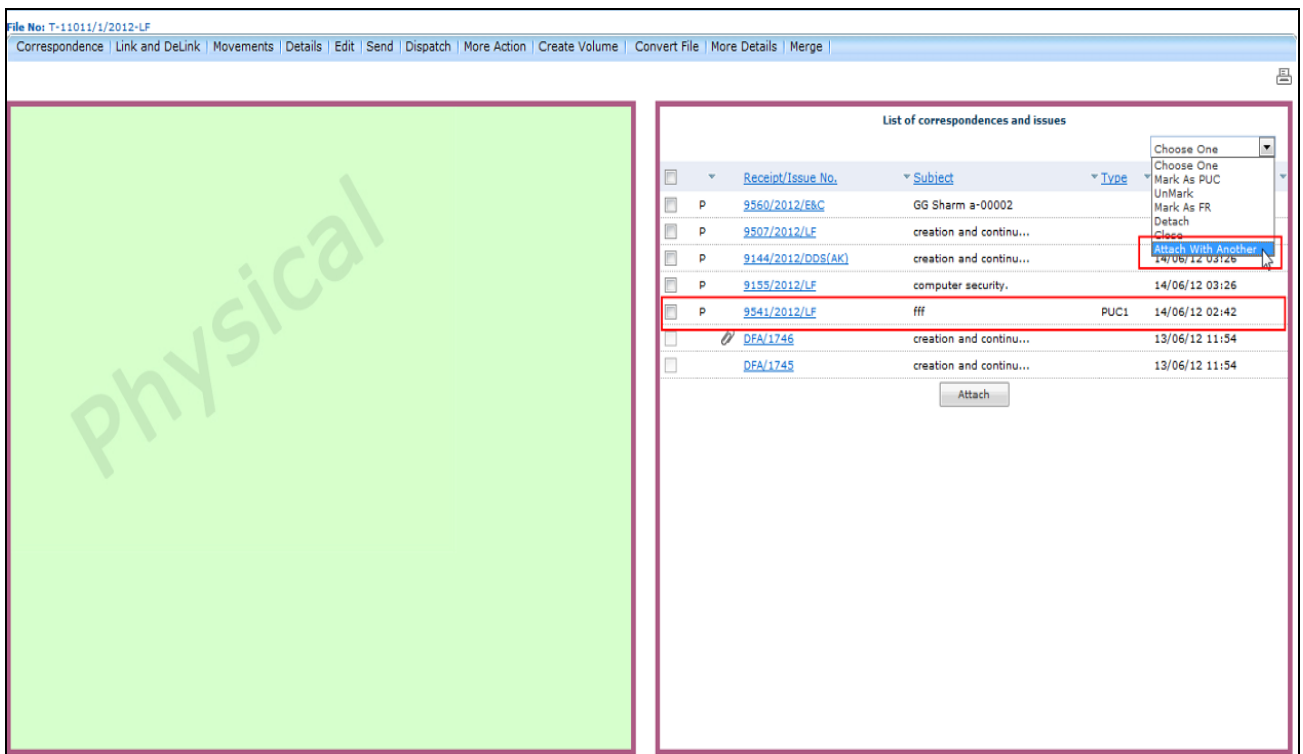


Fig.eFile. 1962

As a result list of Files will appears, as shown in Fig.eFile.203:

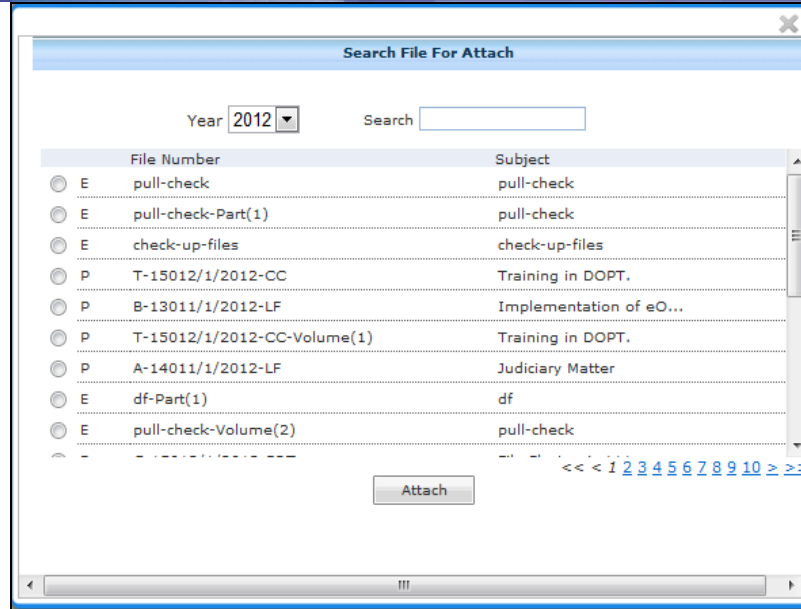


Fig.eFile. 1973

- Select the file in which receipt needs to get attached and click the 'Attach' button, as shown in Fig.eFile.204:

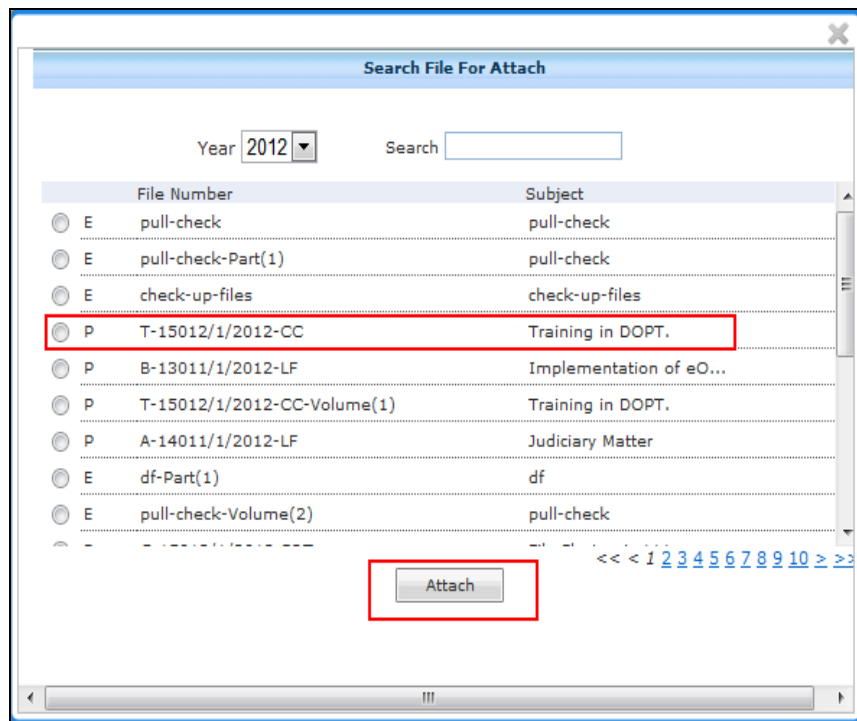


Fig.eFile. 1984

As a result the receipt will get detached from the current file and get attached to the selected File.

b) Link and De-Link:

With the help of this feature user can Link or De-Link a File to the new created or existing file.

To Link and De-Link user has to perform following steps:

- Click the **Link and De-Link** (Link and DeLink) Link, as a result **Link/Delink** page appears on right side of Notings page, as shown in Fig.eFile.205:

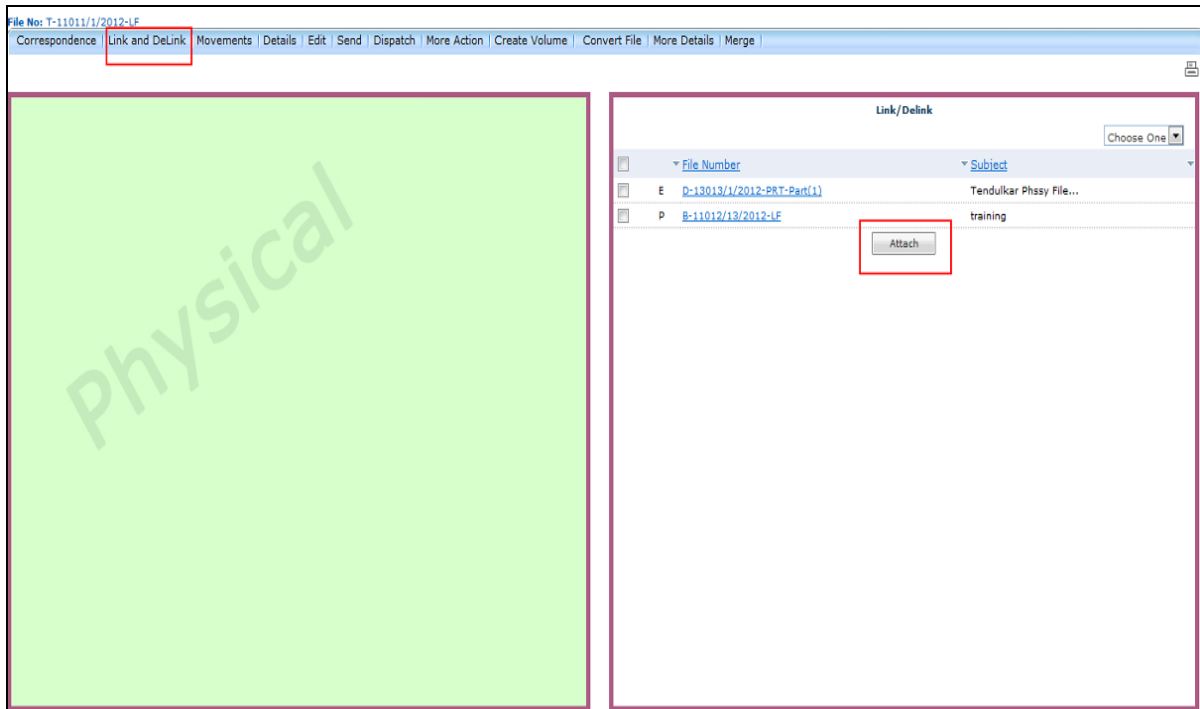


Fig.eFile. 1995

- Click the **Attach** (Attach) Button (Fig.eFile.199), as a result, the **File Search Window** appears, as shown in Fig.eFile.206:

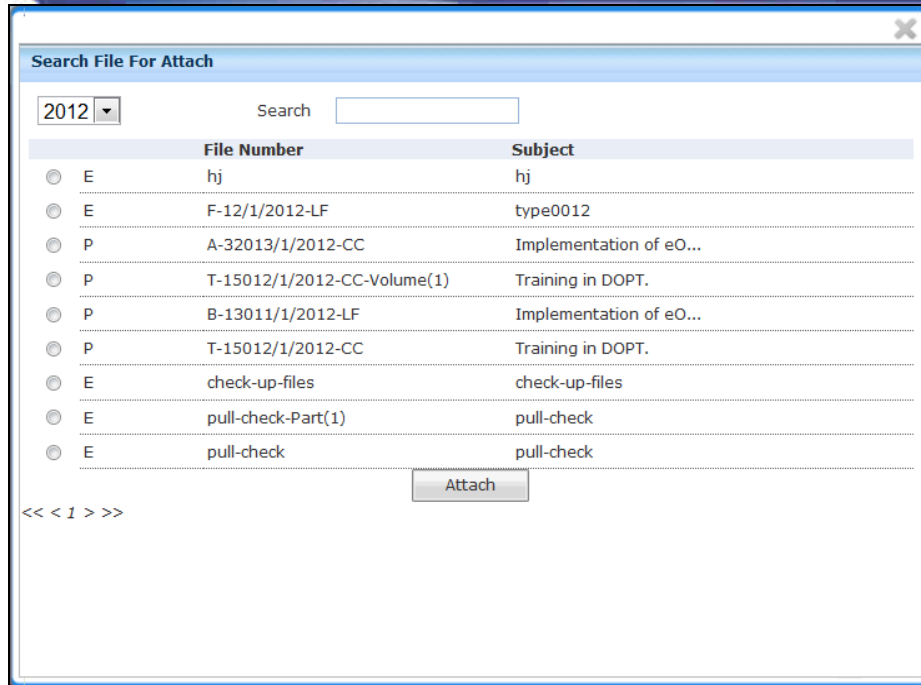


Fig.eFile. 2006

- Select the file from the **File Search window** to attach with the file.
- After selecting the file, click the **Attach** () button (Fig.eFile.206). As a result, the file gets attached to the file, as shown in Fig.eFile.207:

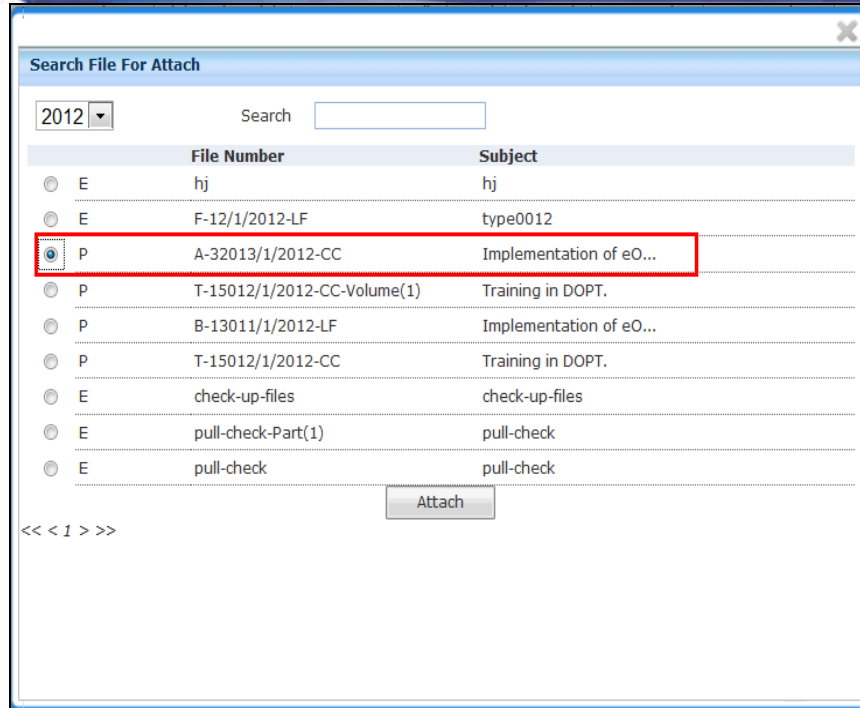


Fig.eFile. 2017

The File can be Delink from the dropdown menu available at the top of **Link/Delink** page.

i. Delink:

Helps the user to Delink the File from the attached file.

To Delink a File, user has to perform following steps:

- Select the File from the **Link/Delink** which needs to be delinked, as shown in Fig.eFile.208:

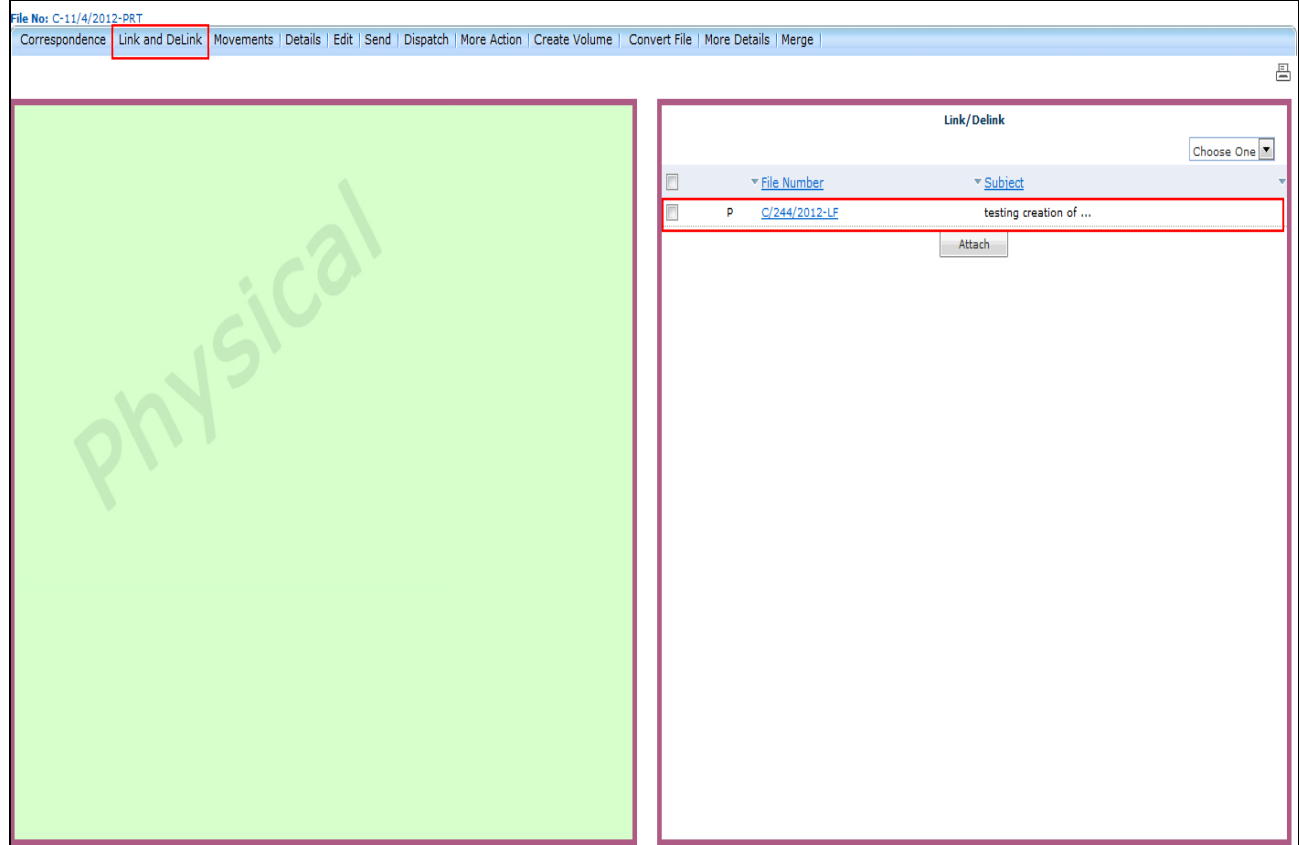


Fig.eFile. 2028

- Select the Delink from the dropdown menu, as shown in Fig.eFile.209:

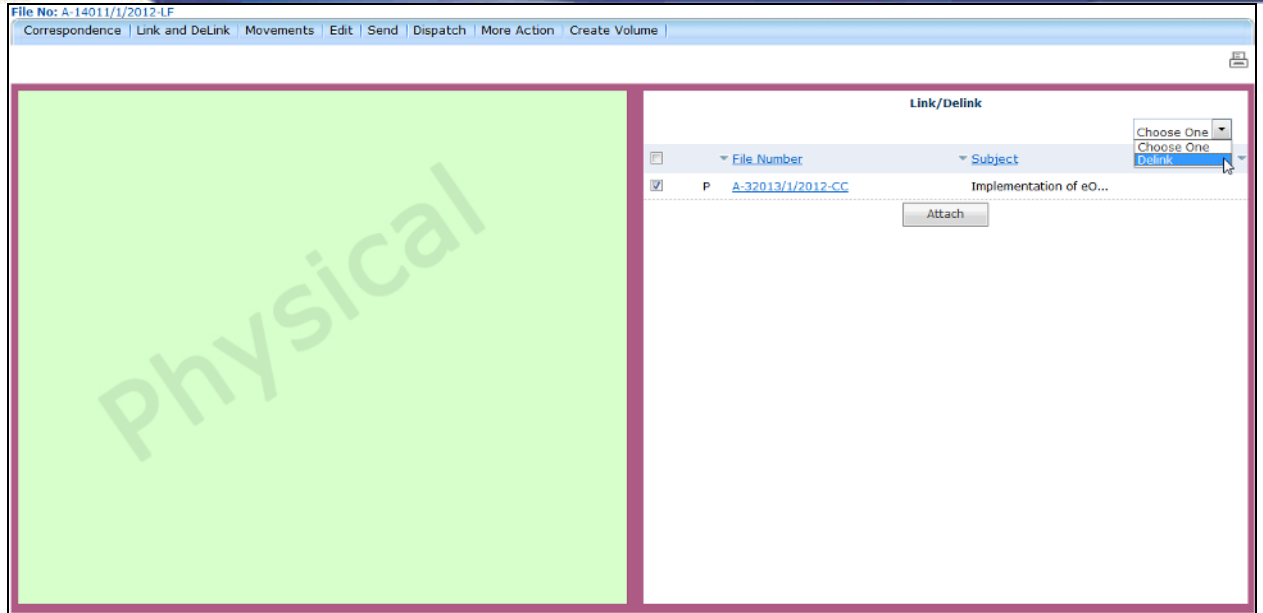


Fig.eFile. 2039

As a Result the file is delinked.

- c) **Movements:** With the help of this feature user can see the movement of a File. i.e. the details of all the users who has worked on it.

To see the movement of a file user has to perform following steps:

- Click the **Movements** (Movements) Link, as a result **Movement** page appears, as shown in Fig.eFile.210:

File No: A-12012/2/2012-LF

Correspondence | Link and DeLink | **Movements** | Details | Edit | Send | Dispatch | More Action | Create Volume | Convert File | More Details | Merge

File Number : **A-12012/2/2012-LF** Subject : Daily aaj Tak
 Opening Date : 27/04/12 04:25 Remarks : Daily aaj Tak
 Main Category : Sub Category :
 Previous Reference : Later Reference :

File Movement History

Sender	Sent on	Sent to	Action	Remarks
ALKA A KULKARNI	14/06/12 11:12	ALKA A KULKARNI	Forward	Merge Testing again....
Zulfe	27/04/12 04:25	ALKA A KULKARNI	Forward	
ALKA A KULKARNI	27/04/12 04:25	Zulfe	Forward	

Fig.eFile. 20410

The page shows all the details of File Movement History.

- d) Details:** With the help of this feature user can see the details of a File i.e. total no. of part Files created, TOC receipt, Dispatch Movement History and Linked Files, a shown in Fig.eFile.211:

File No: A-12012/2/2012-LF

Correspondence | Link and DeLink | Movements | **Details** | Edit | Send | Dispatch | More Action | Create Volume | Convert File | More Details | Merge

File Number : **A-12012/2/2012-LF** Subject : Daily eaj Tak
 Opening Date : 27/04/12 04:25 Remarks : Daily eaj Tak
 Main Category : Sub Category :
 Previous Reference : Later Reference :

Part Files Created

Part No	Created On	Remarks

TOC Receipt

Receipt/Issue No.	Subject	Type	Timestamp	
DFA/1421	fgfg		27/4/12 5:34 PM	
9147/2012/CC	ad	PUC1	11/5/12 4:53 PM	DISPATCH
9248/2012/PRT	SX4 CAR		13/6/12 3:57 PM	DISPATCH
9361/2012/ESG	GG Sharma -003		14/6/12 10:22 AM	DISPATCH

Dispatch Movement History

Dispatch Number.	Subject	Sent to	Dispatch Date	Sent By	Dispatch Mode	Remarks

Linked Files

	File Number	Subject
<input type="checkbox"/>	D-13012/1/2012-PRT-Part(1)	Tendulkar Phasy File...
<input type="checkbox"/>	T-11011/1/2012-LF	Training on Foundati...
<input type="checkbox"/>	B/173/2012-LF	test

Fig.eFile. 2051

e) **Edit:** With the help of this feature user can make changes to the cover page of existing running file except the Basic and corresponding Heads.

To edit the cover page of eFile user has to perform following steps:

- Click the **Edit** (**Edit**) link, as a result **Cover Page** of that working file appears, as shown in Fig.eFile.212:

Fig.eFile. 2062

- Make Necessary changes and click the 'Done' () button (Fig.eFile.212), as a result, changes on cover page of file get saved.

f) Send:

With the help of this feature user can send the File to the Recipient.

To send the eFile user has to perform following steps:

- Click the **Send** () link, as a result **Send File** page appears, as shown in Fig.eFile.213:

The screenshot shows a 'Send' dialog box with the following fields and values:

- File Number : S-11011/2/2011-ADM
- Subject : Description
- To : [Empty text box]
- Set Due Date : [Calendar icon showing 17]
- Action : Forward (dropdown menu)
- Priority : Out Today (dropdown menu)
- Remarks : [Text area with character count: Total 1000 | 1000 character left]

A 'Send' button is located at the bottom center of the dialog box.

Fig.eFile. 2073

- Either directly enter the name in the 'To' option or Click the 'To' link to select the marking abbreviation of the recipient from the list box, as shown in Fig.eFile.214:

Send

File Number : **S-11011/2/2011-ADM**

Subject : **Description**

To: [d]

Rathindra Nath Mukherjee	PA (DM)	Confidential Section of DM
Debprosad Dey	UDA(DPR)	Confidential Section of DM
Swapan Kumar	UDA(SKM)	Confidential

Total 1000 | 1000 character left

Remarks:

Send

Fig.eFile. 2084

- Provide the **Due date** (if required) for the File using the **Calendar** (17) link adjacent to the Due Date text box.
- Select the **Action** which has been taken on the File from the dropdown menu as shown in Fig.eFile.215:

The screenshot shows a 'Send' dialog box with the following fields and values:

- File Number : A-11011/1/2011-ADM
- Subject : cell one INFO
- To : Rathindra Nath Mukherjee--PA (DM)--Confidential Section c
- Set Due Date : 31/08/2011
- Action : Forward (dropdown menu is open)
- Priority : Approved (dropdown menu is open)
- Remarks : (empty text box)

The dropdown menu for Priority is open, showing the following options:

- Forward
- Approved
- For Approval
- For Information
- Seen
- Put Up again
- Please Discuss
- For Payment

A 'Send' button is located at the bottom of the dialog box.

Fig.eFile. 2095

- Select the **Priority** (if required) of the File from the dropdown menu.
- Type the **remarks** (if required) in the Remarks text box, as shown in Fig.eFile.216:

Send

File Number : **A-11011/1/2011-ADM**

Subject : **cell one INFO**

To : Rathindra Nath Mukherjee--PA (DM)--Confidential Section c...

Set Due Date : 31/08/2011

Action : Approved

Priority : Most Immediate

Total 1000 |
994 characters left

Remarks :
URGENT

Send

Fig.eFile. 2106

- Click the **Send** () button (Fig.eFile.216). As a result, the File is sent to the intended recipient.

g) Dispatch:

With the help of this feature user can Dispatch the receipt to the Recipient of different Ministries or Office.

To Dispatch user has to perform following steps:

- Click the **Dispatch** () link, as a result **Dispatch** page appears, as shown in Fig.eFile.217:

Dispatch			
Postal Details			
Postal Mode	Choose One	Postal Charge	0
Medium	Choose One	Weight	0
Out Register Details			
Peon Book No		Out Date	
Peon Name	Choose One	Out Time	
Peon Code	Choose One	Delivery Status	No
		Delivery Date	
		Delivery Time	
Receipt Details			
<input type="radio"/> Reply <input checked="" type="radio"/> New/Fresh			
Subject* (Maximum of 250 Characters)			
Communication Details			
Ministry	Choose One		
Department	Choose One		
Name*			
Designation			
Address 1 *			
Address 2			
Email			
Organization	Choose One		
Country	Choose One		
State	Choose One		
Pincode			
Telephone			
Fax			
Clear Fields			
Language of draft	Choose One		
Attachment	Browse...	Upload	
Dispatch By Self		Dispatch By CRU	

Fig.eFile. 2117

- Select the 'Reply Type', 'Nature of Reply' and other required fields, as shown in Fig.eFile.218:

Dispatch	
Postal Details	
Postal Mode	Choose One
Medium	Choose One
Postal Charge	0
Weight	0
Out Register Details	
Peon Book No	
Peon Name	Choose One
Peon Code	Choose One
Out Date	
Out Time	
Delivery Status	No
Delivery Date	
Delivery Time	
Receipt Details	
<input type="radio"/> Reply <input checked="" type="radio"/> New/Fresh	
Subject* (Maximum of 250 Characters)	dhfj
Communication Details	
Ministry	Choose One
Department	Choose One
Name*	
Designation	
Address 1 *	
Address 2	
Email	
Organization	Choose One
Country	Choose One
State	Choose One
Pincode	
Telephone	
Fax	
<input type="button" value="Clear Fields"/> + Add More Recipients	
Language of draft	Choose One

Fig.eFile. 2128

- Now the user has 2 options after filling the required metadata fields which are '**Dispatch By Self**' and '**Dispatch By CRU**'.
 - If user selects '**Dispatch By Self**' option, then the physical receipt will be dispatched that same moment and also the receipts gets closed and moves to '**Closed**' section of receipt.
 - If user selects '**Dispatch By CRUCRU**' option, a popup appears. Popup contains the list of all the users mapped with CRU CRU section (if any), **Delivery Mode** and **Remarks**, as shown in Fig.eFile.219:

CRU User(s): CRU

Delivery Mode: Choose One

Remarks:

OK

Fig.eFile. 2139

In this case no user is mapped with CRU CRU section. All issues will be sent directly to SO (CRU). Once issue is sent to CRU section, user can Copy the dispatch data with the help of 'Copy Dispatch Data' option available and send to other concerned Organization (if required), as shown in Fig.eFile.220:

Peon Book No: [] Out Date: []

Peon Name: Choose One Out Time: []

Peon Code: Choose One Delivery Status: No

Delivery Date: []

Delivery Time: []

Receipt Details

Subject* (Maximum of 250 Characters) dhfy

Communication Details

Ministry: Choose One

Department: Choose One

Name* dhfyd

Designation: []

Address 1 * bhyl

Address 2: []

Email: []

Organization: Choose One

Country: Choose One

State: Choose One

Pincode: []

Telephone: []

Fax: []

Language of draft: Choose One

Attachment: [] Upload

Copy Dispatch Data

Dispatched successfully with no. : 1/935/2012

Fig.eFile. 21420

In case no user is mapped the dispatch is directly sent to the SO (CRU).

As a result the receipt is dispatched to the selected CRU/CRU user (if any) and status of the dispatch record can be viewed from **Sent** sub module under the **Dispatch** module. The dispatched record is seen in the inbox of the CRU/CRU section under the Dispatch module and the record is dispatched outside physically and metadata details are entered in the application (Refer **CRU/CRU Dispatch**).

h) More Action:

With the help of this feature user can Park or Close the working file.

To Park a particular File user has to perform the following steps:

- Move the cursor over **More Action** (**More Action**) Link and click the **Park File** option, as shown in Fig.eFile.221:

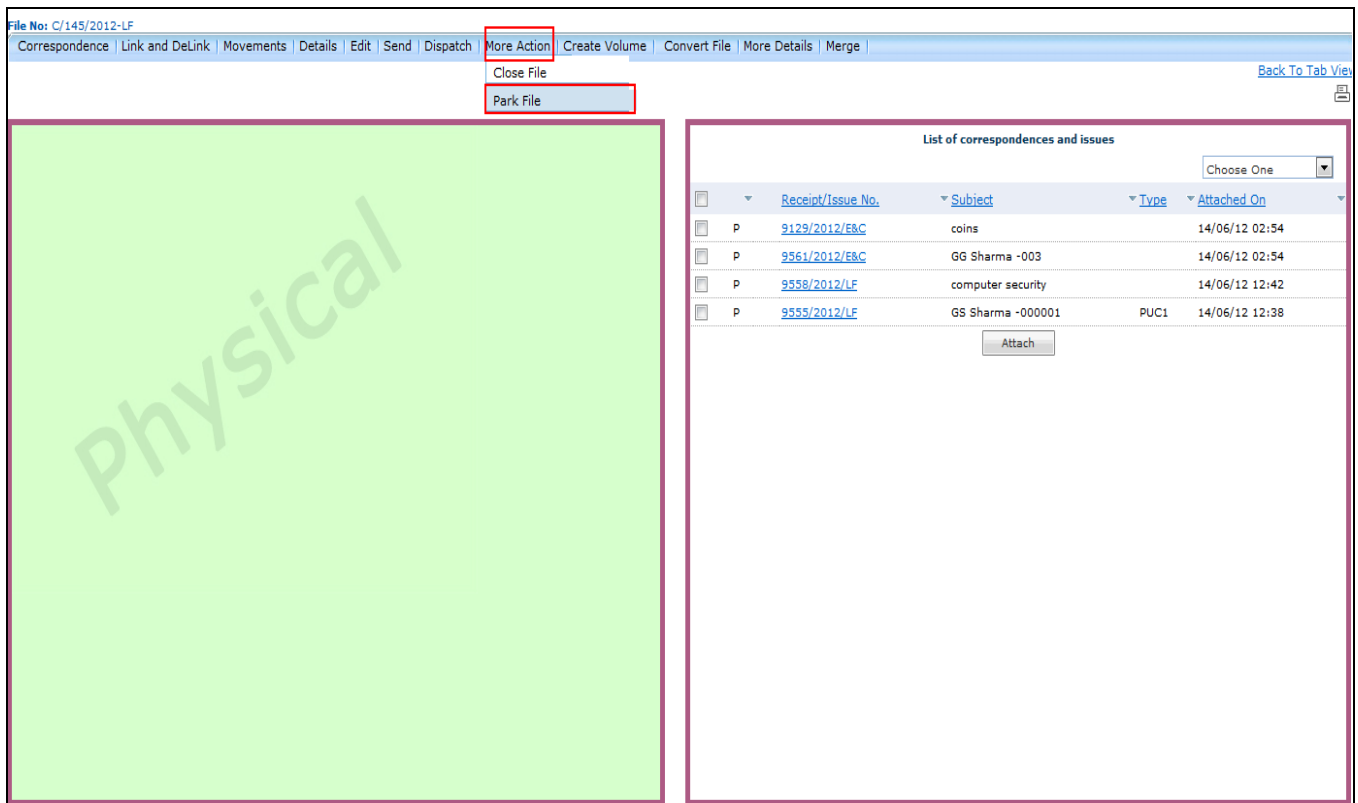


Fig.eFile. 2151

As a result, **Parking Confirmation** Dialogue box will appear, as shown in Fig.eFile.222:



Fig.eFile. 2162

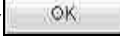

- Enter the **Remarks** and **Reminder Date** as per requirement and click the **OK** () button, as shown in Fig.eFile.223:



Fig.eFile. 2173

As a result the working file will be sent to Parked section of Files.

To Close a particular File user has to perform the following steps:

- Move the cursor over **More Action** () Link and click the **Close File** option, as shown in Fig.eFile.224:

The screenshot shows a software interface for file management. At the top, there is a menu bar with options: Correspondence, Link and DeLink, Movements, Details, Edit, Send, Dispatch, More Action, Create Volume, Convert File, More Details, Merge. Below the menu bar, there are two buttons: 'Close File' (highlighted with a red box) and 'Park File'. The main area is split into two panes. The left pane is a large green rectangle with the word 'Physical' written diagonally across it. The right pane is titled 'List of correspondences and issues' and contains a table with columns: Receipt/Issue No., Subject, Type, and Attached On. There are four rows of data in the table. Below the table is an 'Attach' button.


	Receipt/Issue No.	Subject	Type	Attached On
<input type="checkbox"/>	P 9129/2012/E&C	coins		14/06/12 02:54
<input type="checkbox"/>	P 9561/2012/E&C	GG Sharma -003		14/06/12 02:54
<input type="checkbox"/>	P 9558/2012/LF	computer security		14/06/12 12:42
<input type="checkbox"/>	P 9555/2012/LF	GS Sharma -000001	PUC1	14/06/12 12:38

Fig.eFile. 2184

As a result, Cover page of File will appear, as shown in Fig.eFile.225:



Fig.eFile. 2195

- Enter the **Closing Remarks** as per requirement, and click the **Close** () button, as shown in Fig.eFile.226:

The screenshot shows a web-based interface for file management. At the top, it displays 'NIC ADM'. Below this, there is a 'File No.' field with a dropdown menu showing 'S-SSM', '11-Pm', '34-Ce', '11-Hs', '1', '2011', and 'ADM'. The main content area is divided into two sections: 'Subject' and 'Other Details'. The 'Subject' section contains a 'Description' field with the text 'Training Budget', a 'Category' section with 'Main' set to 'Training related matters' and 'Sub' set to 'Choose One', and a 'Closing Remarks' field with the text 'Work Done'. The 'Other Details' section contains a 'Classified' field with a dropdown menu set to 'Choose One', 'Previous Reference' and 'Later Reference' fields, and a 'Closing Remarks' field with the text 'Work Done'. A 'Close' button is located at the bottom right of the form.

Fig.eFile. 2206

As a result the closed file will be sent to closed section of Files.

Only creator of the File can close the file, no other person has access to close files.

i) **Create Volume:**

Helps the user to create a new Volume of an existing file.

- To create a Volume user has to perform following steps:
-
- Click the **Create Volume** Link, as a result, the following page will appear, as shown in Fig.eFile.227:

भारत सरकार
GOVERNMENT OF INDIA

NIC

File Number: T-15012/1/2012-CC

Subject

Description: Training in DOPT,

Category: Main: Choose One
Sub: Choose One

Other Details

Classified: Choose One

Remarks:

Previous Reference:

Later Reference:

Create Volume >

Fig.eFile. 2217

- Click the **Create Volume** () button (Fig.eFile.227) to create volume, as a result the following page appears, as shown in Fig.eFile.228:

File No: A-11011/141/2012-LF-Volume(2)

Noting | Correspondence | Draft | References | Link DeLink | Details | Movements | Edit | Send | More Action

« « « « « « » » » » » »

Add Green Note Add Yellow Note

List of correspondences and issues

Choose One

Receipt/Issue No.	Subject	Type	Attached On

Attach

Fig.eFile. 2228

Note: You will learn the process of volume creation in detail in **Section 9**.

j) **Convert File:**

Helps the user to convert the Physical File to Electronic File only irrespective of the File location, weather it is attached with a receipt or from the File inbox/Created Section.

To convert a physical file to electronic file from within the file, user has to perform following steps:

- Click the '**Convert File**' (Convert File) option, as a result, following screen appears, as shown in Fig.eFile.229:

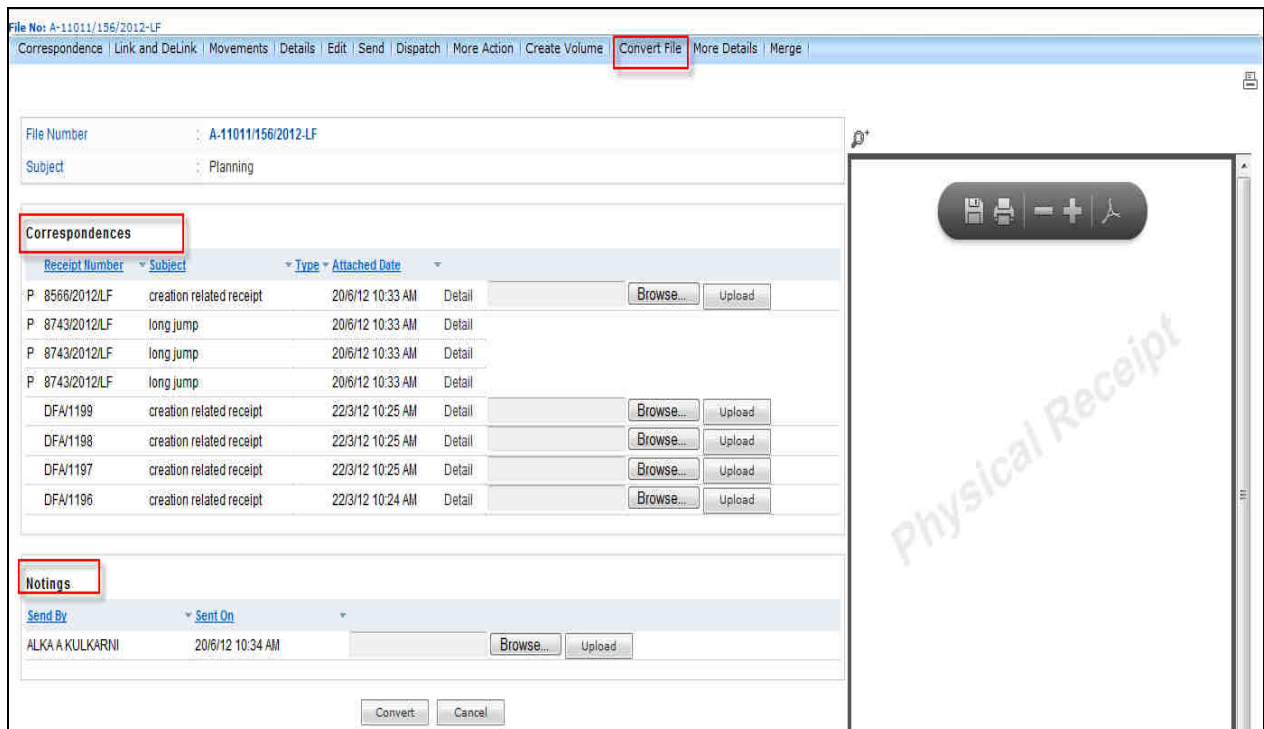


Fig.eFile. 2239

- Upload the scanned PDF's of Correspondence(s), DFA's and Noting(s) (if any), as shown in Fig.eFile.230:

File No: A-11011/156/2012-LF

Correspondence | Link and DeLink | Movements | Details | Edit | Send | Dispatch | More Action | Create Volume | Convert File | More Details | Merge

File Number : A-11011/156/2012-LF
Subject : Planning

Correspondences

Receipt Number	Subject	Type	Attached Date			
P 8566/2012/LF	creation related receipt		20/6/12 10:33 AM	Detail	C:\Users\HCL\Desktop\Hil	Browse... Upload
P 8743/2012/LF	long jump		20/6/12 10:33 AM	Detail		
P 8743/2012/LF	long jump		20/6/12 10:33 AM	Detail		
P 8743/2012/LF	long jump		20/6/12 10:33 AM	Detail		
DFA/1199	creation related receipt		22/3/12 10:25 AM	Detail	C:\Users\HCL\Desktop\Hil	Browse... Upload
DFA/1198	creation related receipt		22/3/12 10:25 AM	Detail	C:\Users\HCL\Desktop\Hil	Browse... Upload
DFA/1197	creation related receipt		22/3/12 10:25 AM	Detail	C:\Users\HCL\Desktop\Hil	Browse... Upload
DFA/1196	creation related receipt		22/3/12 10:24 AM	Detail	C:\Users\HCL\Desktop\Hil	Browse... Upload

Notings

Send By	Sent On		
ALKA A KULKARNI	20/6/12 10:34 AM	C:\Users\HCL\Desktop\Hil	Browse... Upload

Convert Cancel

Fig.eFile. 22430

- After uploading the scanned PDF's, click the 'Convert' (Convert) button (Fig.eFile.230), as a result the Nature of the File gets changed i.e. Physical File gets changed to Electronic File.

k) **More Details:**

Helps the user to view the details of all the merged File(s).

In 'Merged Files' option 'More Details' user can view all merged files (if any), as shown in Fig.eFile.231:

File No: A-11011/156/2012-LF

Correspondence | Link and DeLink | Movements | Details | Edit | Send | Dispatch | More Action | Create Volume | Convert File | More Details | Merge

File Number : A-11011/156/2012-LF Subject : Planning
 Opening Date : 19/06/12 02:42 Remarks : Planning
 Main Category : Sub Category :
 Previous Reference : Later Reference :

Merged Files

S.No	Number	Subject
1	C/29/2012-CC	high jump
2	D/72/2012-LF	test
3	E-12/1/2012-PRT-VOLUME(2)	Training matter
4	SFSPPFILEG-001	SFS P File G-001

Fig.eFile. 22531

Merged Files can be open by clicking the File number and that is in read Only mode.

1) Merge:

Helps the user to merge some other File with the working file.

Files having Physical nature only can be merged with one another. Electronic files cannot be merged.

To merge another File with the working File, user has to perform following steps:

- Click the 'Merge' () link from within the working file, as a result, **Merge Files** screen appears as shown in Fig.eFile.232:

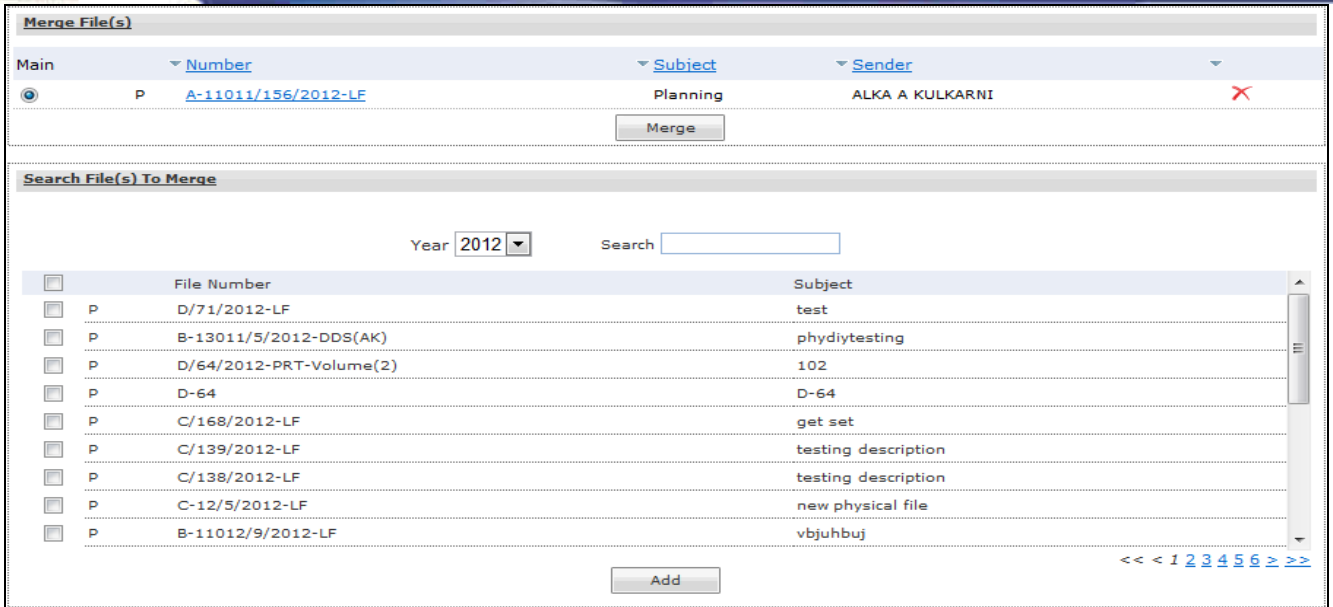


Fig.eFile. 22632

- Select the Files from 'Search File(s) to merge' window and click the 'Add' button, as shown in Fig.eFile.233:

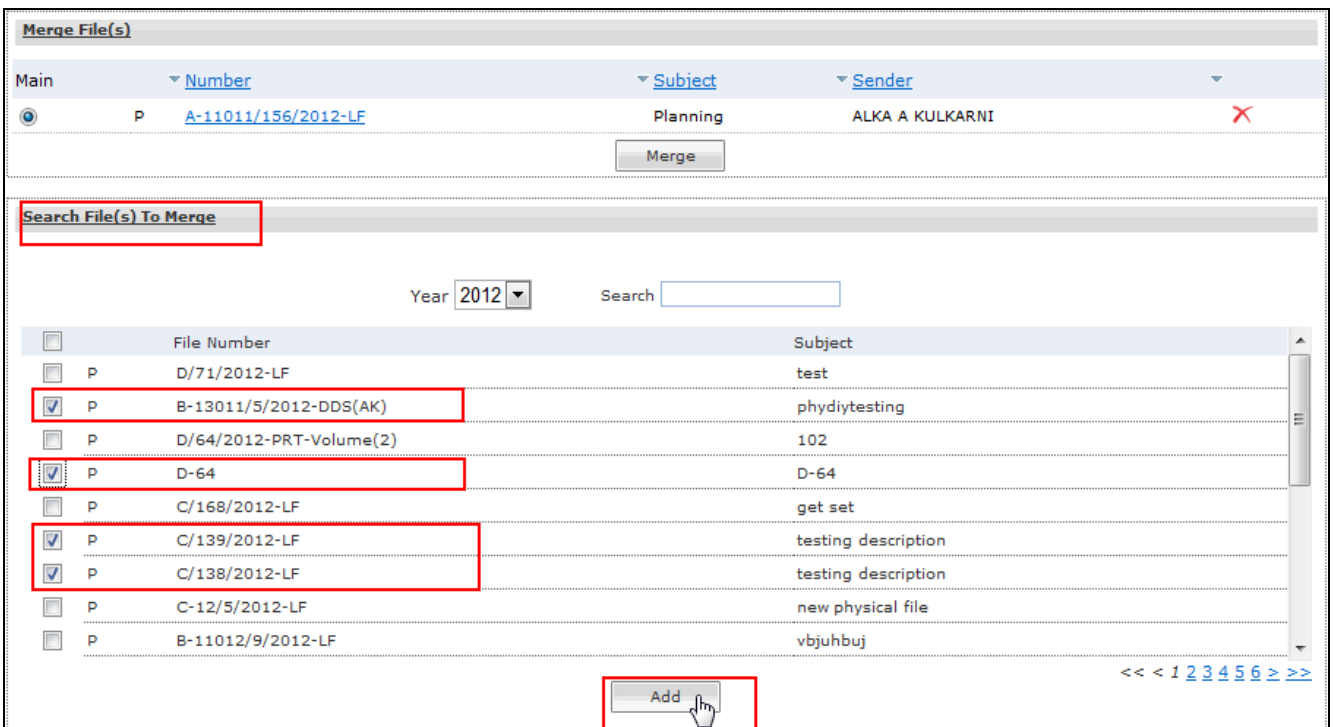


Fig.eFile. 22733

As a result, the selected file(s) appears in the Merge File(s) window, as shown in Fig.eFile.234:

Main	Number	Subject	Sender
<input checked="" type="radio"/>	P A-11011/156/2012-LF	Planning	ALKA A KULKARNI
<input type="radio"/>	P B-13011/5/2012-DDS(AK)	phydiytesting	
<input type="radio"/>	P D-64	D-64	
<input type="radio"/>	P C/139/2012-LF	testing description	
<input type="radio"/>	P C/138/2012-LF	testing description	

File Number	Subject
<input type="checkbox"/> P D/71/2012-LF	test
<input type="checkbox"/> P B-13011/5/2012-DDS(AK)	phydiytesting
<input type="checkbox"/> P D/64/2012-PRT-Volume(2)	102
<input type="checkbox"/> P D-64	D-64
<input type="checkbox"/> P C/168/2012-LF	get set
<input type="checkbox"/> P C/139/2012-LF	testing description
<input type="checkbox"/> P C/138/2012-LF	testing description
<input type="checkbox"/> P C-12/5/2012-LF	new physical file
<input type="checkbox"/> P B-11012/9/2012-LF	vbjuhbj

Fig.eFile. 22834

- Click the 'Merge' () button (Fig.eFile.234), as a result the files will get merged with the main working file, as shown in Fig.eFile.235:

File No: A-11011/156/2012-LF

Correspondence | Link and DeLink | Movements | Details | Edit | Send | Dispatch | More Action | Create Volume | Convert File | More Details | Merge

File Number : A-11011/156/2012-LF Subject : Planning
 Opening Date : 19/06/12 02:42 Remarks : Planning
 Main Category : Sub Category :
 Previous Reference : Later Reference :

S.No	Number	Subject
1	C/29/2012-CC	high jump
2	C/138/2012-LF	testing description
3	C/139/2012-LF	testing description
4	D-64	D-64
5	B-13011/5/2012-DDS(AK)	phydiytesting
6	D/72/2012-LF	test
7	E-12/1/2012-PRT-VOLUME(2)	Training matter
8	SFSFILEG-001	SFS P File G-001

Fig.eFile. 2295

Physical

Create New (SFS): This option creates a physical file with SFS standard i.e. the user can enter File No. without any restriction or standards.

- Click on the **Create New (SFS)** option under **Physical File** under the left navigation.

As a result, File Cover Page screen appears as shown in Fig.eFile.236:

The screenshot shows a web form for creating a physical file. At the top, it says 'भारत सरकार GOVERNMENT OF INDIA' and 'NIC'. Below that, there is a field for 'File No.' and a 'Subject' dropdown menu. The 'Description' field is a large text area. Under 'Category', there are two dropdown menus for 'Main' and 'Sub', both currently showing 'Choose One'. Below this is the 'Other Details' section, which includes a 'Classified' dropdown menu (showing 'Choose One'), a 'Remarks' text area, and two input fields for 'Previous Reference' and 'Later Reference'. At the bottom of the form is a 'Continue Working' button with a right-pointing arrow.

Fig.eFile. 2306

- Enter the necessary details on the File Cover Page. **File No.** and **Subject Description** are the Mandatory fields, a shown in Fig.eFile.237:

भारत सरकार
GOVERNMENT OF INDIA

NIC
LF

File No.

Subject

Description

Category: Main
Sub

Other Details


Classified

Remarks

Previous Reference: Later Reference:

[Continue Working >](#)

Fig.eFile. 2317

After filling the necessary details, click the **Continue Working** () button (Fig.eFile.237) to create a new physical file. As a result, file gets created, as shown in Fig.eFile.238:

File No:

Correspondence | Link and DeLink | Movements | Details | Edit | Send | Dispatch | More Action | Create Volume | Convert File | More Details | Merge

File Number : Subject : eFile Training sched...

Opening Date : 14/06/12 04:50 Remarks :

Main Category : Sub Category :

Previous Reference : Later Reference :

File Movement History

Sender	Sent on	Sent to	Action	Remarks

Fig.eFile. 2328

- User can perform same operations on a file as explained in **Create Non-SFS** file.

Electronic File:

Electronic File option under the Files section helps the user to create an Electronic File.

Electronic File Link Contains 2 options:

- i) **Create New (Non-SFS):** This option creates an Electronic file with Non-SFS standard i.e. the user has to select the available heads for the nomenclature of File.

To create a New File user has to perform the following steps:

- Click the **Create New (Non-SFS)** option from the Left navigation panel under the **Electronic File** section.

As a result, File Cover Page screen appears as shown in Fig.eFile.239:

भारत सरकार
GOVERNMENT OF INDIA
NIC
LF

File No. Choose Choose Choose Choose 2012 LF

Subject

Description

Category Main Choose One Sub Choose One

Other Details

Classified Choose One

Remarks

Previous Reference Later Reference

Work On File Later Continue Working

Fig.eFile. 2339

- Enter the necessary details on the File Cover Page. **File Basic Head** and **Subject Description** are the Mandatory fields, as shown in Fig.eFile.240:

भारत सरकार
GOVERNMENT OF INDIA
NIC
ADM

File No. J - JM 11 - Hu 11 - NH 11 - Cu 2011 ADM

Subject

Description Judiciary Matter

Category Main Appointments
Sub Choose One

Other Details


Classified Choose One

Remarks Urgent Matter

Previous Reference Later Reference

Work On File Later Continue Working

Fig.eFile. 234

- After filling the necessary details, click the **Continue Working** () button (Fig.eFile.240) to create a new file. As a result, file gets created, along with a unique file number based on the selection of heads as shown in Fig.eFile.241:

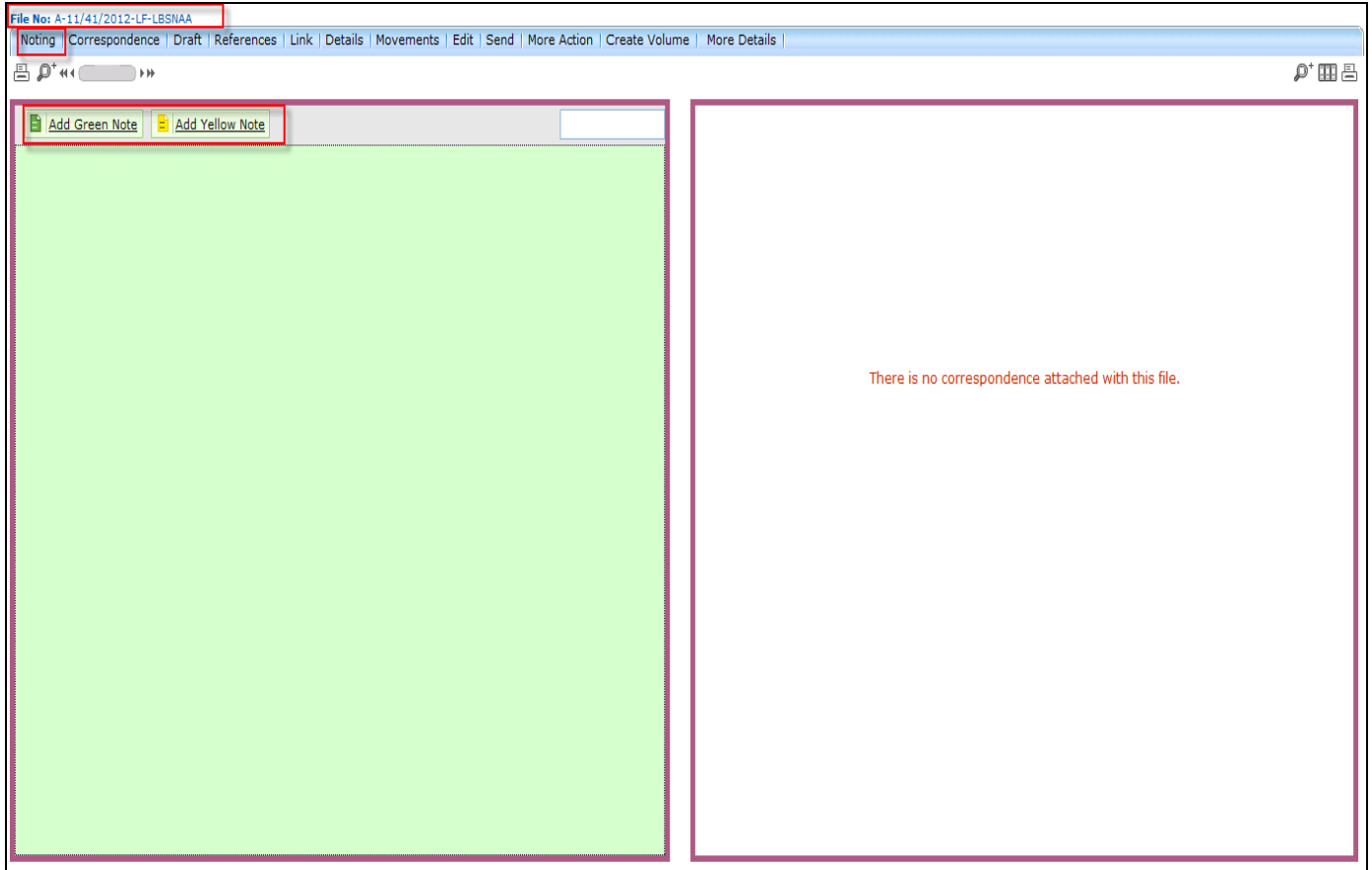


Fig.eFile. 23541

User can also click the Work on File Later ([Work On File Later](#)) button if want to work on File later on. And so the file moves to Draft section of Created File link. In this case the unique number of file is not generated.

User can perform different operations on a file, For instance:

- a) **Add note:** With the help of this feature user can add a **green note** or a **yellow note** onto the newly created file or existing File.

To add a Green Note user has to perform following steps:

- Click the **Add Green Note** link, as shown in Fig.eFile.242:

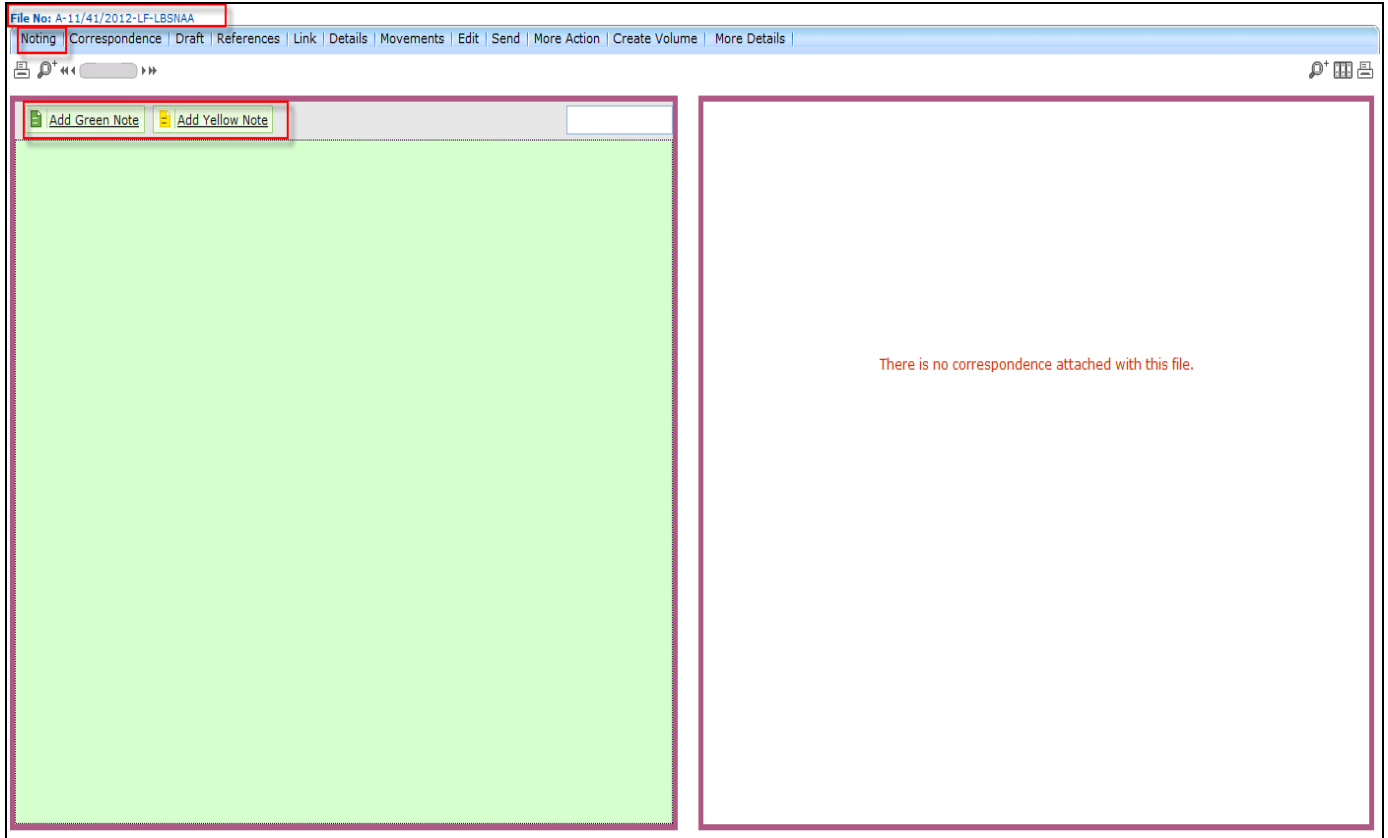




Fig.eFile. 23642

As a result, noting becomes active and user can add note.

- After making a note, user has to click the **Save** () Button to save the noting, as a result noting is prepared and saved.
- The User can also attach a document (**Pdf Format** only) by clicking the **Attach File** () button at the bottom of the noting portion.

To add a Yellow Note user has to perform following steps:

- Click the **Add Yellow Note**, as shown in Fig.eFile.243:

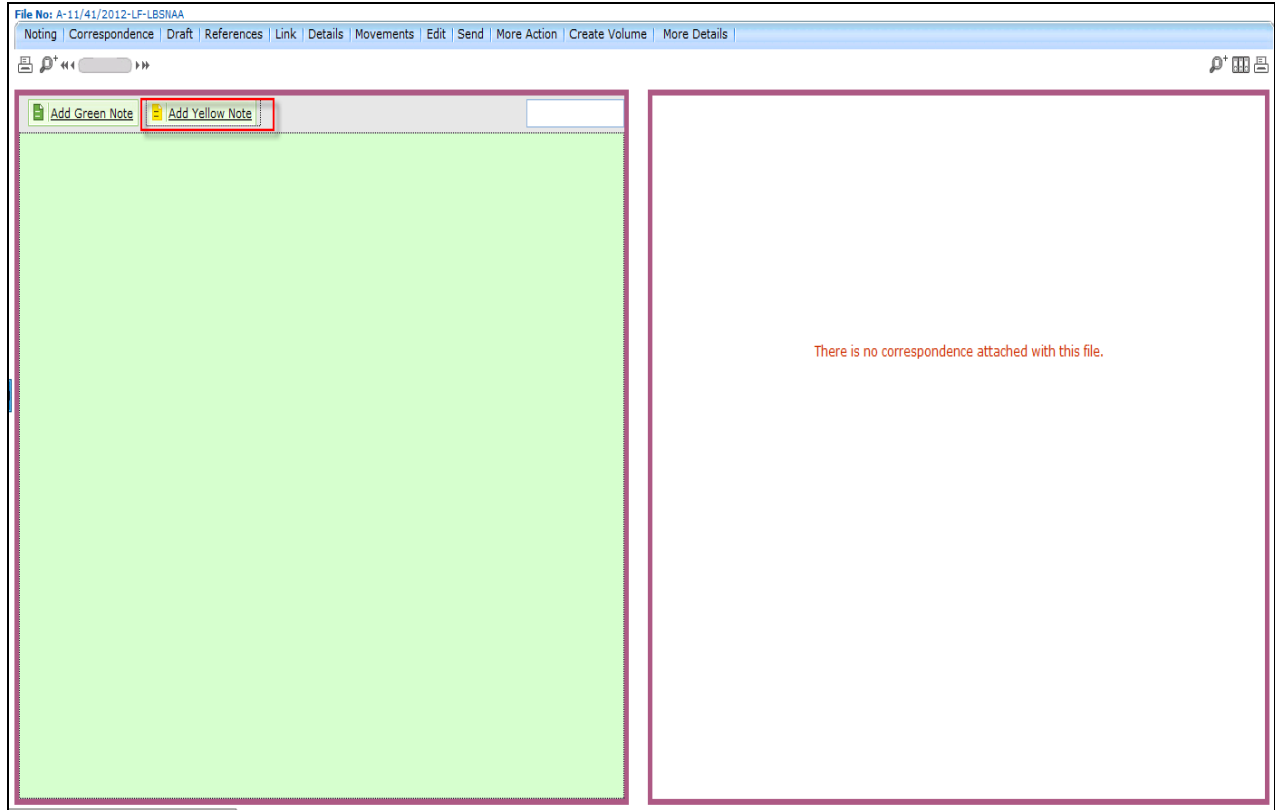


Fig.eFile. 23743

As a result **Yellow Note sheet page appears** on Notings portion, as shown in Fig.eFile.244:

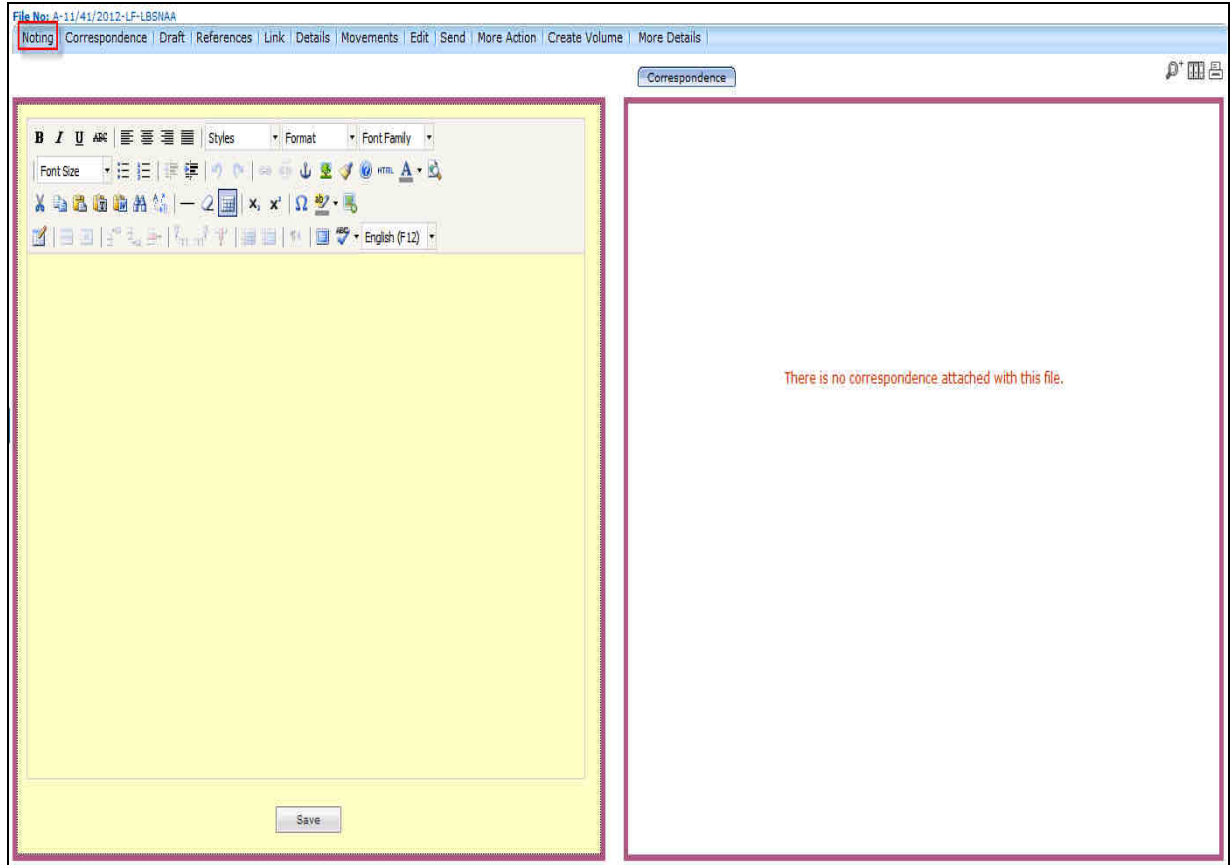


Fig.eFile. 23844

- After making a note on yellow sheet, click the **Save** () Button, shown in Fig.eFile.245:

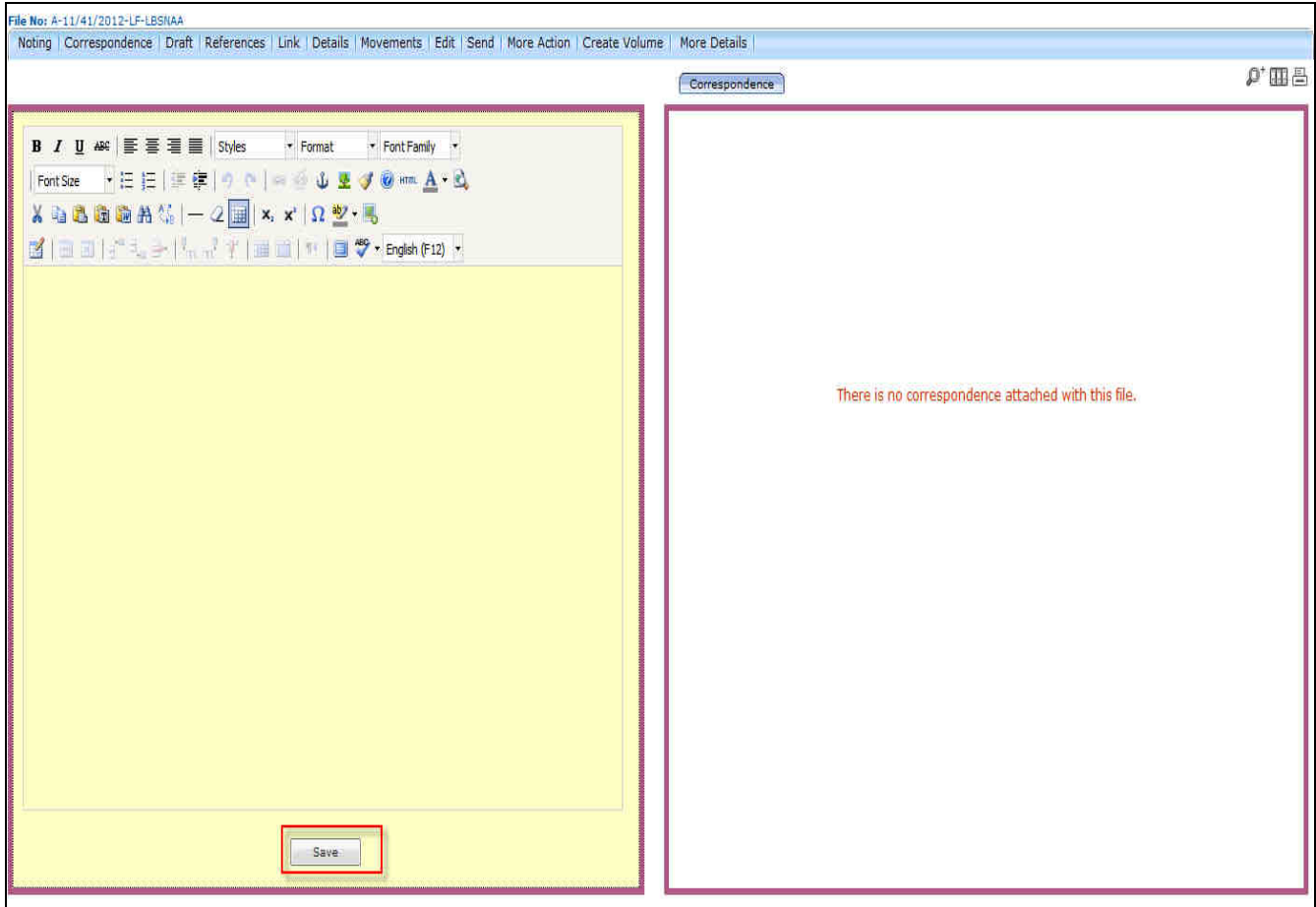


Fig.eFile. 2395

As a result, yellow note get saved.

- After clicking the **save** () button, user has 3 options:
 - **Edit** (): Refers to **edit** the Yellow Note
 - **Discard** (): Refers to **Discard** the Yellow Note
 - **Confirm** (): Refers to **Confirm** the Yellow note.

User can perform any options as per authorization.

Once the yellow note gets confirmed, noting gets finalized and saved to main Green sheet Noting of File. At a time only one noting is active, either yellow note or Main Green sheet note.

b) Correspondence:

With the help of this feature user can attach correspondence/Receipt to the working File.

To attach Correspondence user has to perform following steps:

- Perform All Steps of creating a new file.
- Click the **Correspondence** (**Correspondence**) Link (Fig.eFile.245), as a result **List of Correspondences and issues** page appears on right side of Noting page, as shown in Fig.eFile.246:

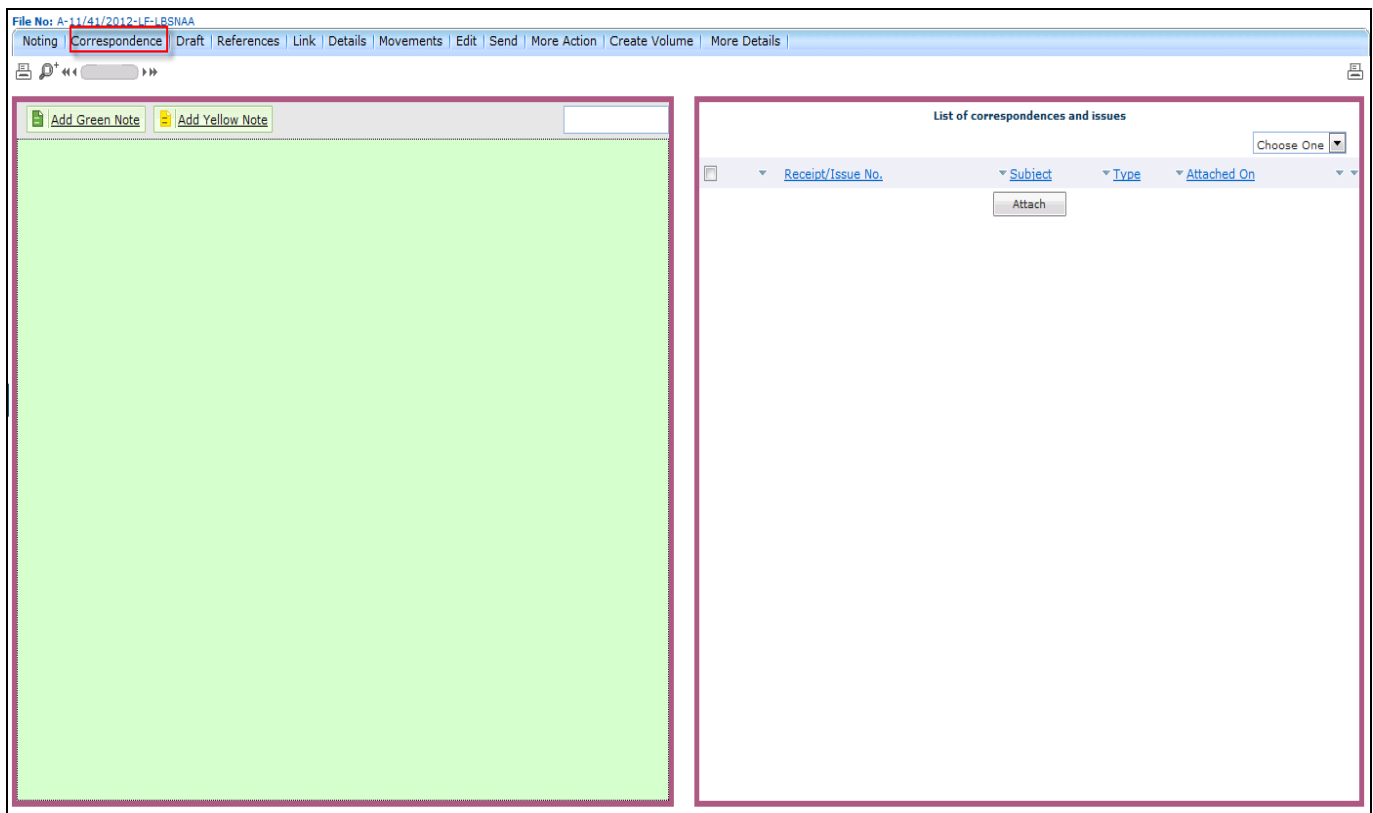


Fig.eFile. 2406

- Click the **Attach** (**Attach**) Button (Fig.eFile.246), as a result, the **Receipt Search window** appears, as shown in Fig.eFile.247:

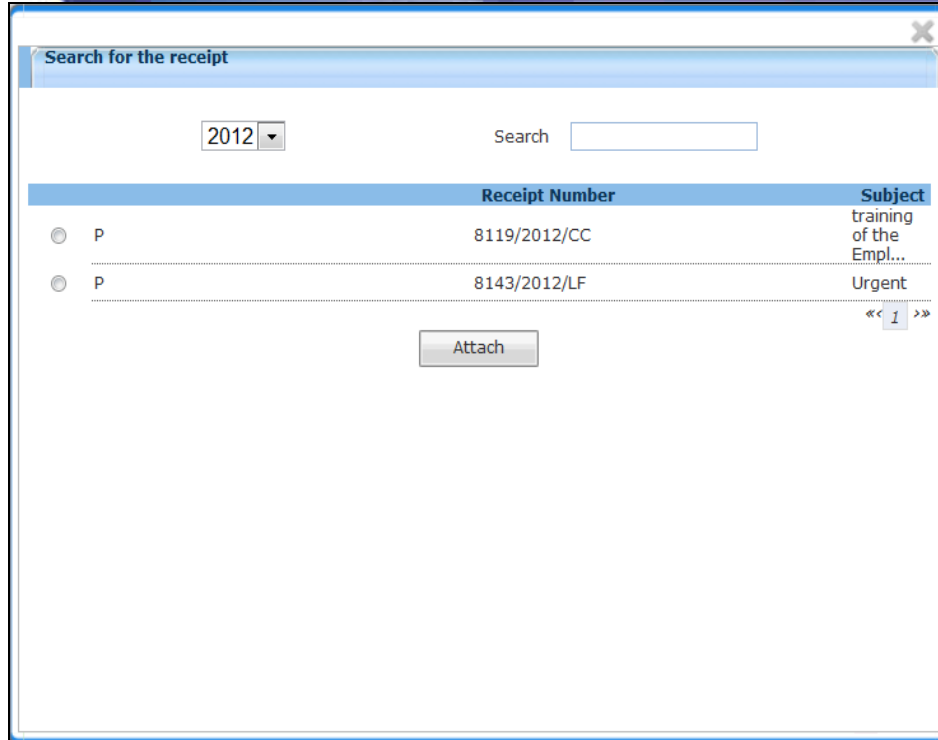



Fig.eFile. 2417

- Select the receipt from the **Receipt Search window** to attach with the file.
- After selecting the receipt, click the **Attach** () button (Fig.eFile.247). As a result, the receipt gets attached to the file, as shown in Fig.eFile.248:

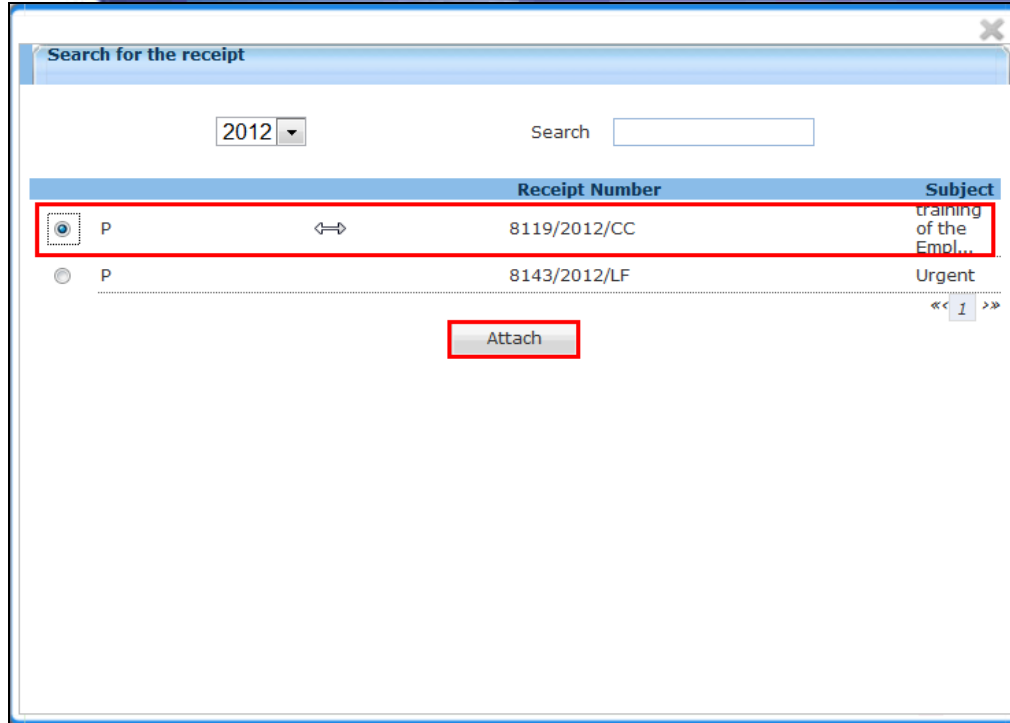


Fig.eFile. 2428

Type of the receipt can be changed from the dropdown menu available at the top of **TOC of correspondences** page:

i) **Mark As PUC:**

Helps the user to **mark** the receipt as **Paper Under Consideration (PUC)**.

To mark a receipt as Paper under Consideration (PUC) user has to perform following steps:

- Select the receipt from the **TOC of Correspondences** which needs to be marked as PUC, as shown in Fig.eFile.249:

By default the first receipt attached to a file is marked as PUC1 (Paper under Consideration).

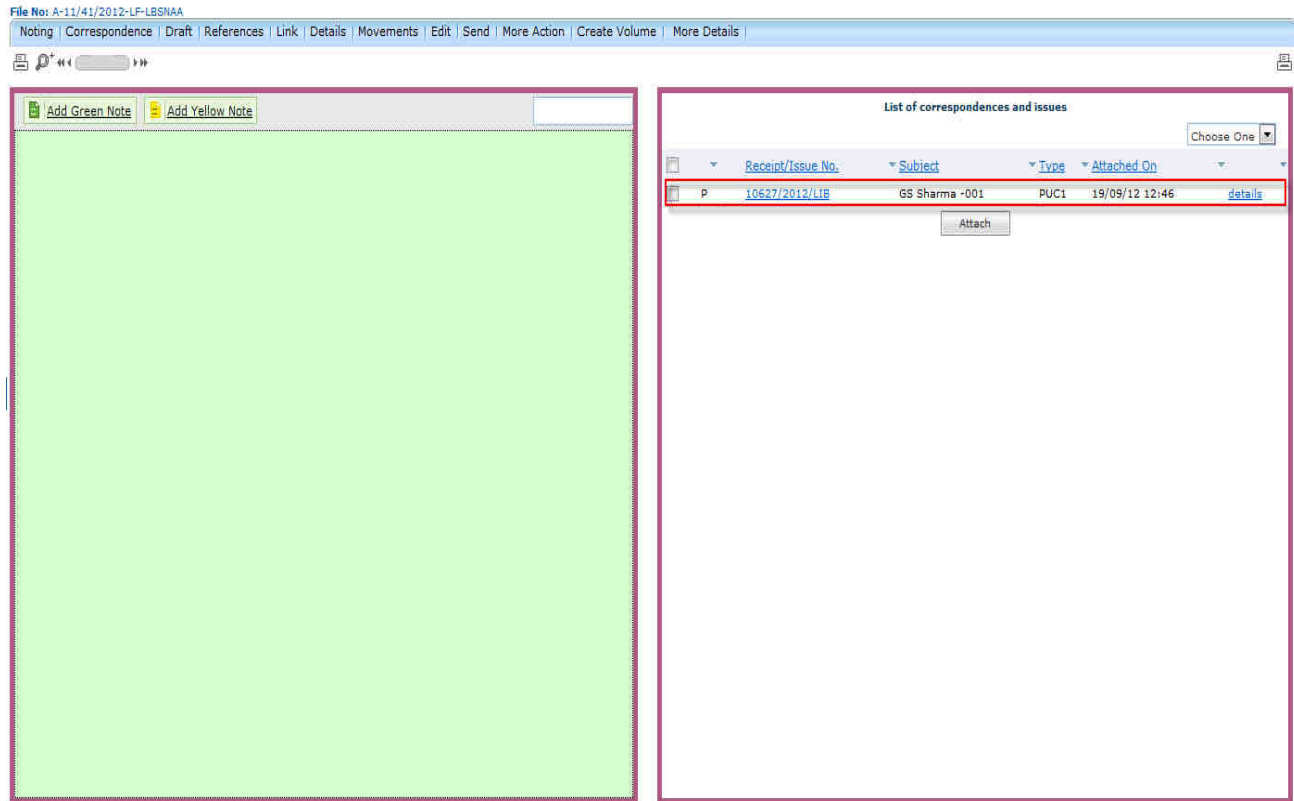


Fig.eFile. 2439

- Select the type as **PUC** from the dropdown menu, as shown in Fig.eFile.250:

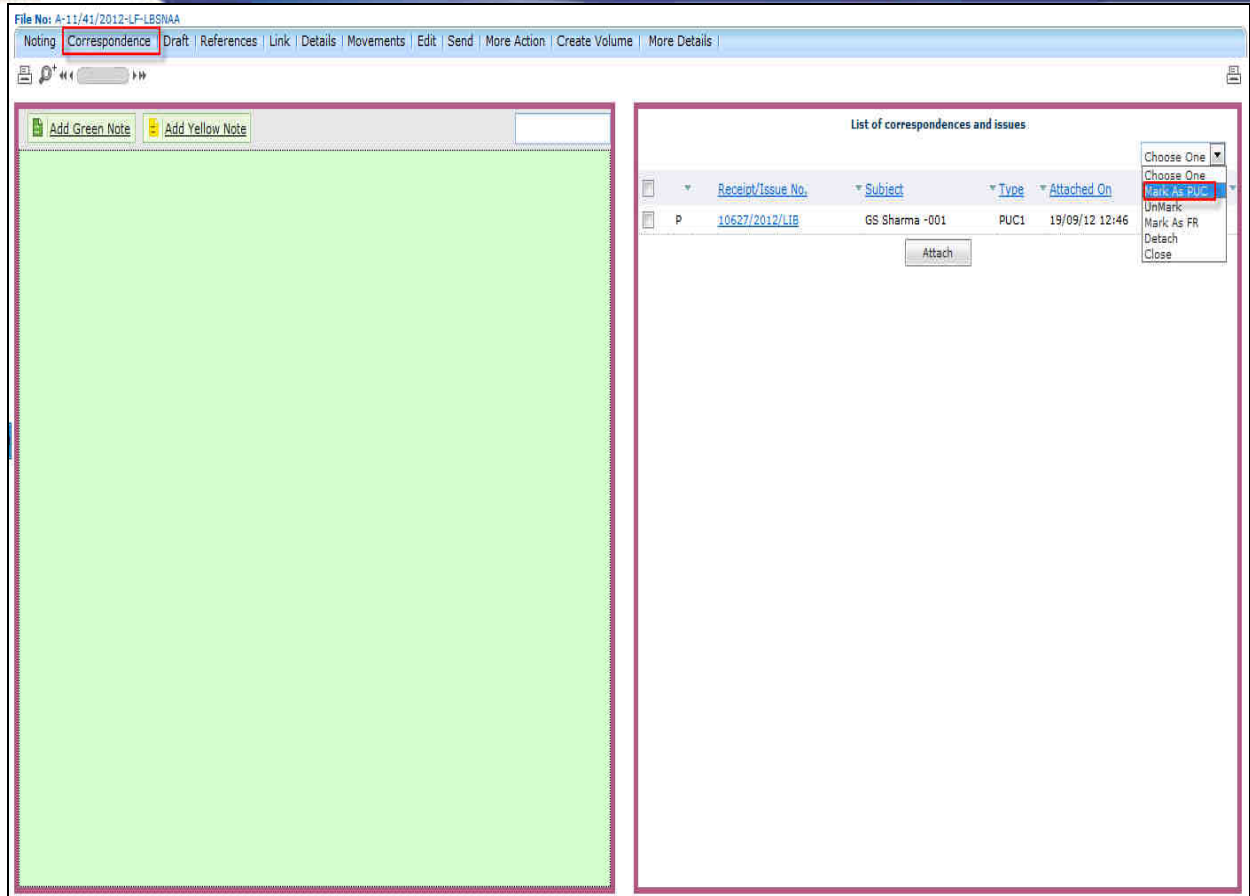


Fig.eFile. 24450

ii) **Unmark:** Helps the user to **unmark** the receipt, if it is marked as PUC or FR.

To unmark an already marked receipt user has to perform following steps:

- Select the receipt from the **TOC of Correspondences** which needs to be Unmarked.
- Select the type as **Unmark** from the dropdown menu.

iii) **Mark As FR:** Helps the user to mark the receipt as **Fresh Receipt (FR)**.

To mark a receipt as Fresh Receipt (FR) user has to perform following steps:

- Select the receipt from the **TOC of Correspondences** which needs to be marked as FR, as shown in Fig.eFile.251.

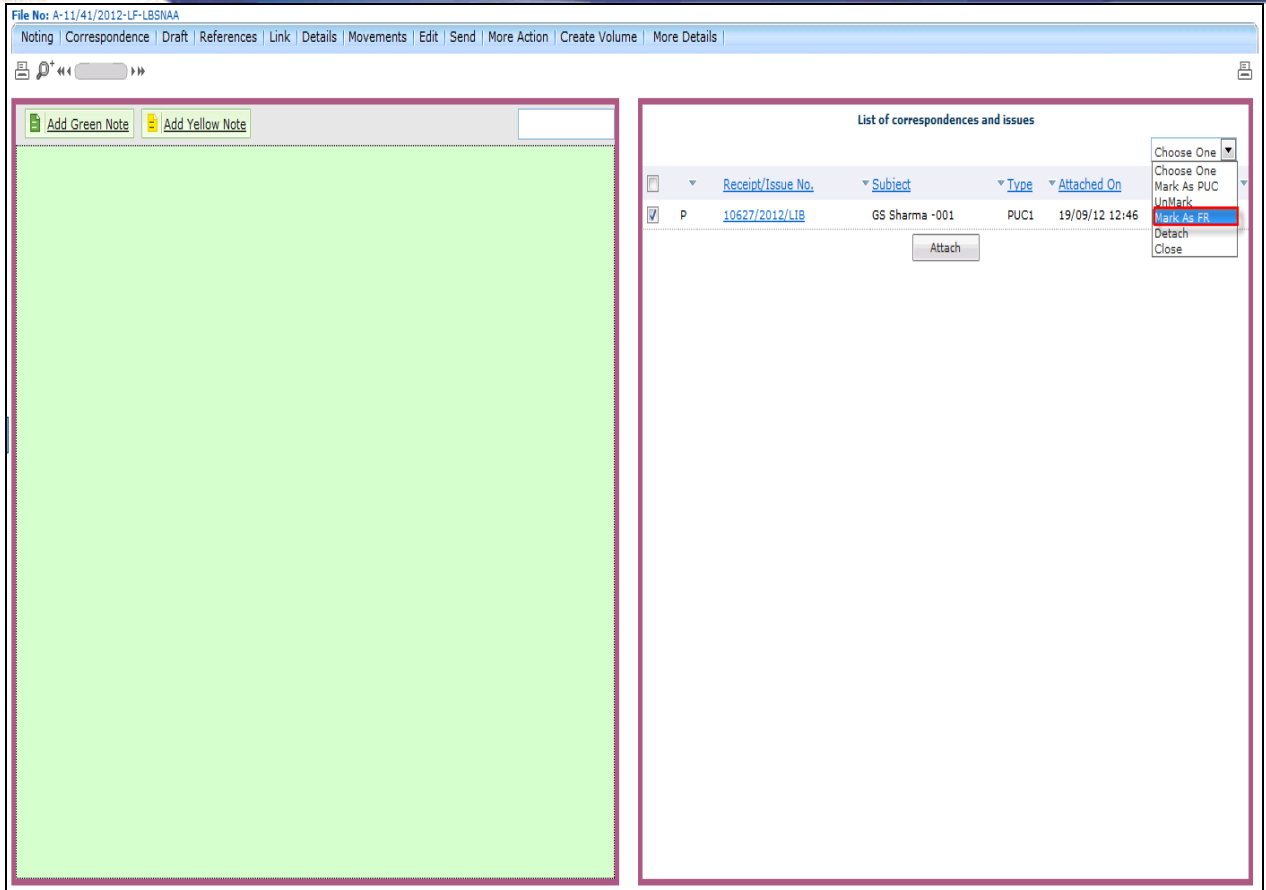


Fig.eFile. 24551

- Select the type as **FR** from the dropdown menu, as shown in Fig.eFile.252:

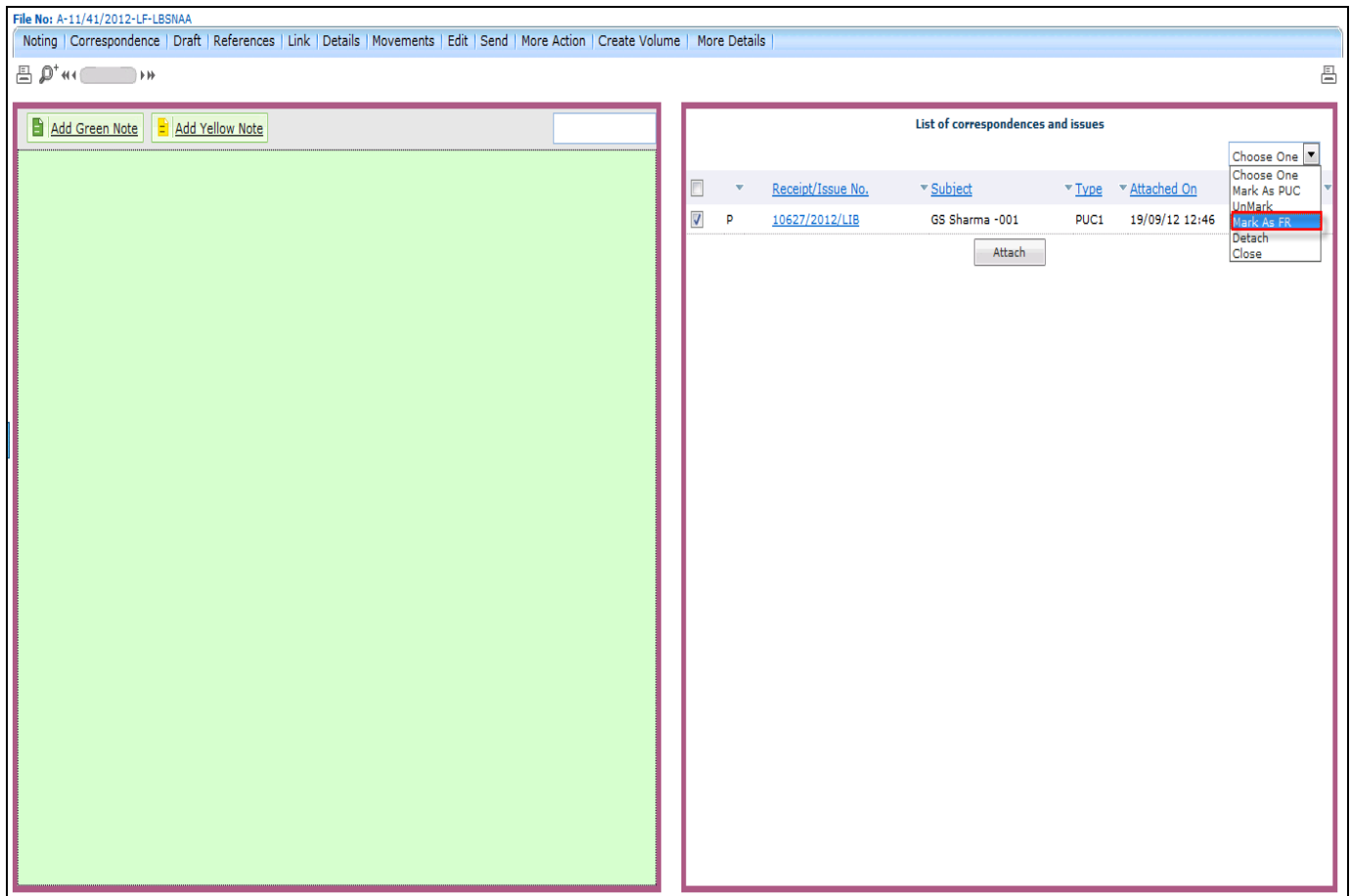


Fig.eFile. 24652

- Then, select the PUC Number from the dropdown menu as shown in Fig.eFile.253:

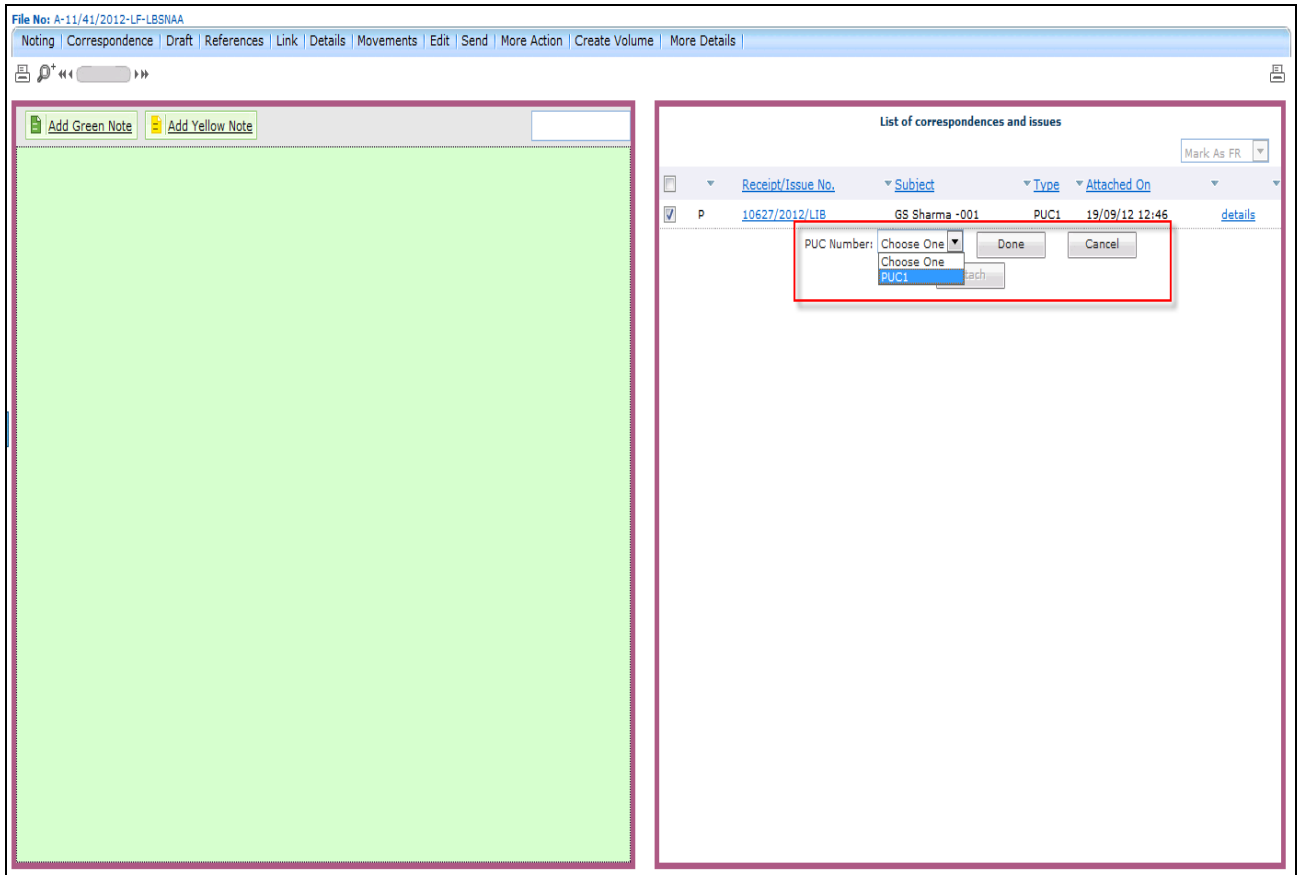



Fig.eFile. 24753

- Click the 'Done' () button (Fig.eFile.248), as a result the receipt gets marked as FR.

iv) **Detach:**

Helps the user to **Delete/Detach** the attached receipt from **TOC of Correspondences**.

If the user detaches a receipt which is marked as PUC then its related FR's will be unmarked. (Only the initiator of the file can detach the receipts).

To detach a receipt, user has to perform following steps:

- Select the receipt from the **TOC of Correspondences** which needs to be detached:
- Select the type as **Detach** from the dropdown menu, as shown in Fig.eFile.254:

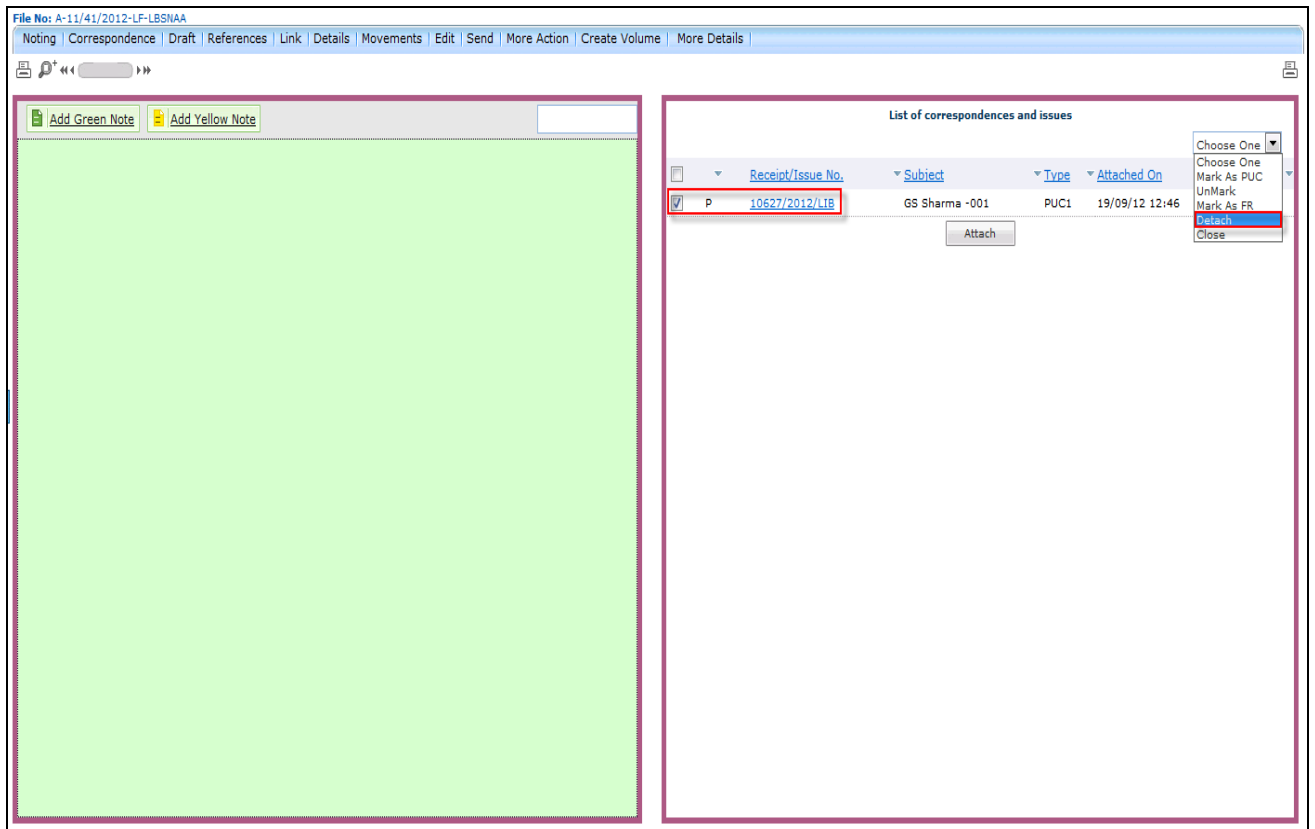


Fig.eFile. 24854

v) **Close:**

Helps the user to **close** the attached receipt from **TOC of Correspondences**.

To close a receipt, user has to perform following steps:

- Select the receipt from the **TOC of Correspondences** which needs to be closed, as shown in Fig.eFile.255:

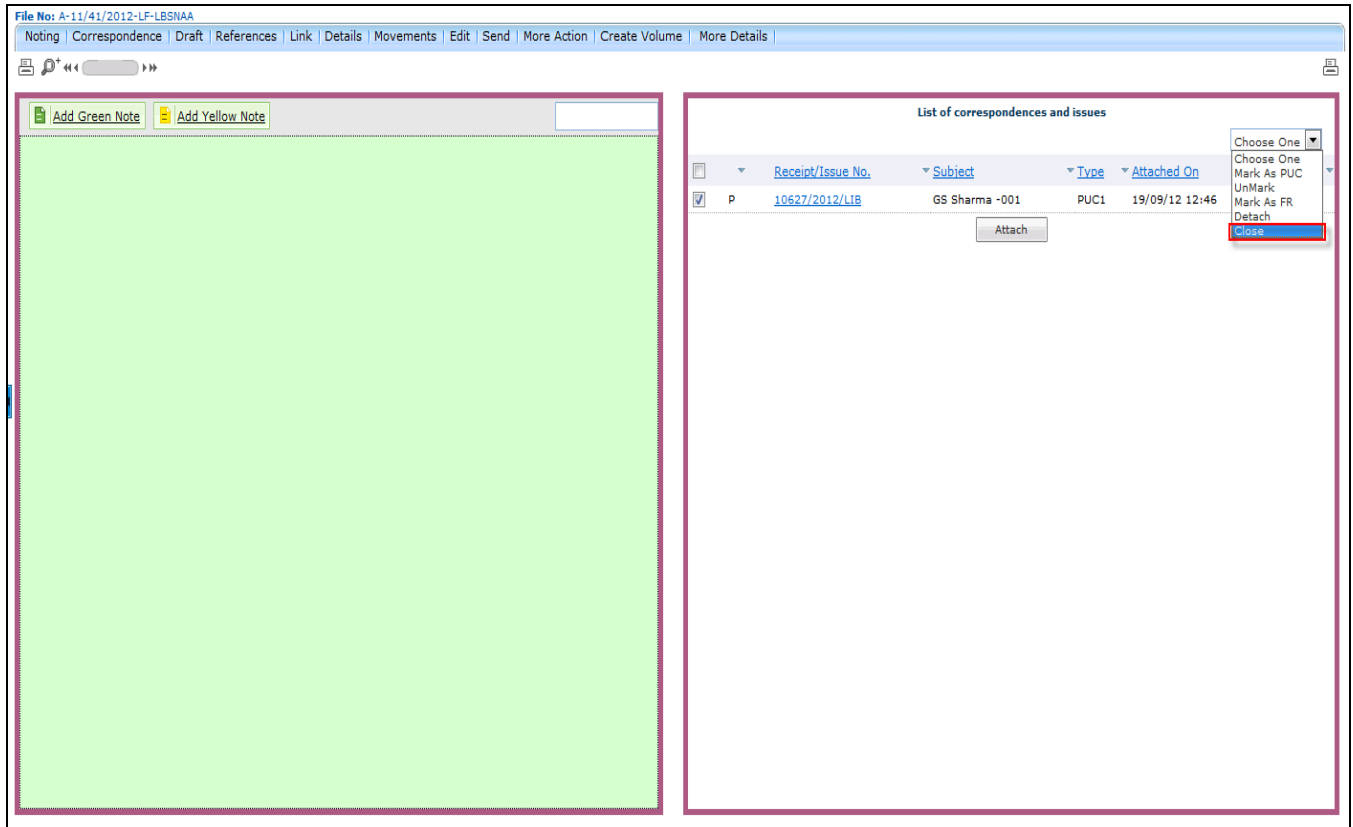


Fig.eFile. 2495

- Select the type as **Close** from the dropdown menu, as shown in Fig.eFile.256.

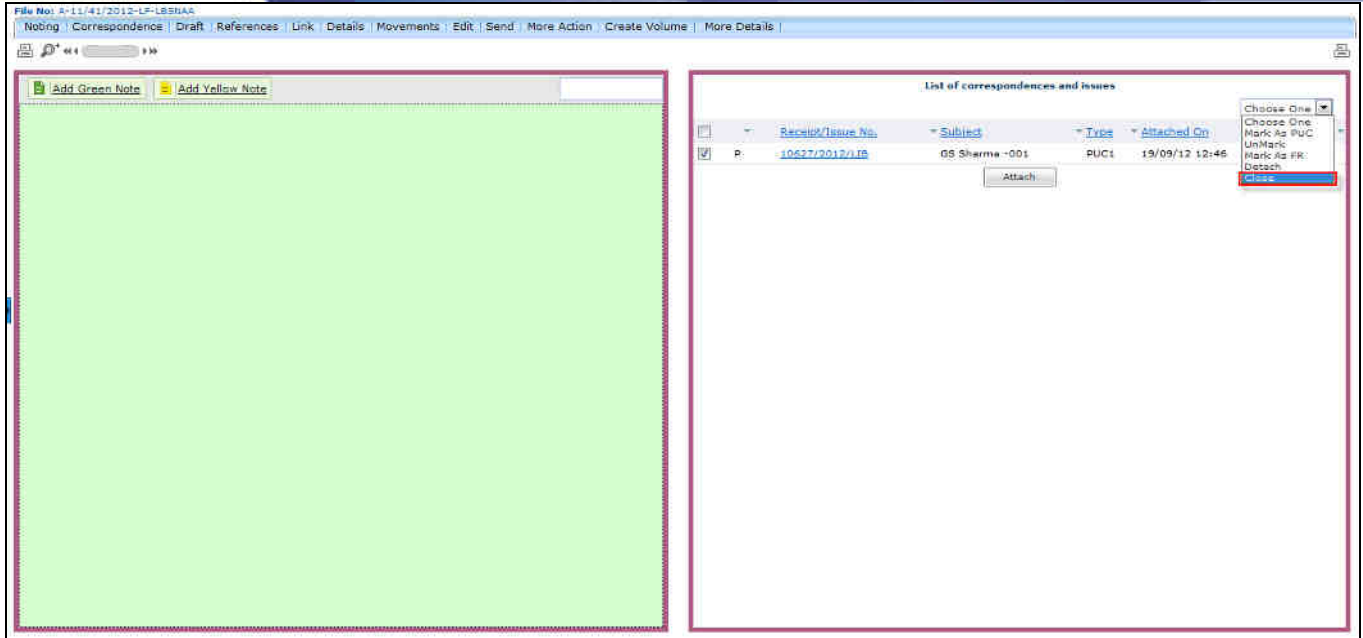


Fig.eFile. 2506

As a result, **Close confirmation Box** appears as shown in Fig.eFile.257:



Fig.eFile. 2517

- Enter the Remarks and click the **OK** () button, as shown in Fig.eFile.258:

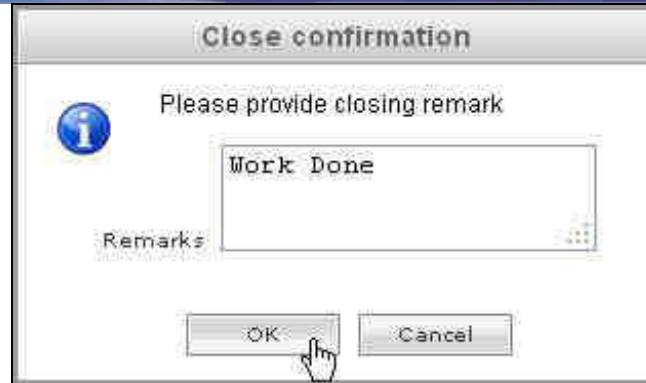


Fig.eFile. 2528

As a result, the selected receipt gets closed and so moves to **Closed** Link of Receipts section of the creator of the receipt.

c) **Draft:** With the help of this feature user can **create New Draft** and **View existing Drafts** in the File.

To create New Draft user has to perform following steps:

- Perform All Steps of creating a new file.
- Scroll mouse over **Draft** (**Draft**) link and click the **Create New Draft** option under it, as shown in Fig.eFile.259:

File No: A-11/41/2012-LF-LBS/AA

Noting | Correspondence | **Draft** | References | Link | Details | Movements | Edit | Send | More Action | Create Volume | More Details

Create New Draft
View Draft

Receipt Details

Reply New/Fresh Financial Section

Is Classified Yes No Language of draft: Choose One

Subject* (Maximum of 250 Characters)

Communication Details

Ministry: Choose One
Department: Choose One
Name*
Designation
Organization
Address 1 *
Address 2
Email
Country: Choose One
State: Choose One
City
Pincode
Telephone
Fax

[+ Add More Recipients](#)

Clear Fields

Attachment:

Basic View

Linked Document

Department of West Bengal
Office of the District Magistrate
Kolkata District
Kolkata

Date: 04-08-2012

From:

To:

Copy No.:

[ADMS1](#) [ADMG LETTER HEAD](#)

Fig.eFile. 2539

As a result **Create New Draft** page appears, as shown in Fig.eFile.260:

The screenshot displays the 'Create New Draft' interface in the eOffice application. At the top, a menu bar includes options like 'Draft', 'References', 'Link', 'Details', 'Movements', 'Edit', 'Send', 'More Action', 'Create Volume', and 'More Details'. A 'Create New Draft' button is highlighted in red. Below the menu, the 'Receipt Details' section contains several input fields and dropdown menus: 'Is Classified' (Yes/No), 'Language of draft' (Choose One), 'Subject*' (Maximum of 250 Characters), 'Ministry' (Choose One), 'Department' (Choose One), 'Name*', 'Designation', 'Organization', 'Address 1*', 'Address 2', 'Email', 'Country' (Choose One), 'State' (Choose One), 'City', 'Pincode', 'Telephone', and 'Fax'. There is also an 'Add More Recipients' link and a 'Clear Fields' button. The right side of the interface shows a document preview with a letterhead for 'Ranjit Kumar, IAS' and a 'Basic View' button. The document preview includes fields for 'To:', 'From:', and 'Date: 03/08/2012'.

Fig.eFile. 25460

- Enter the mandatory fields like **Subject**, **Name** and **Address** and other necessary details (Fig.eFile.260).
- Either directly type the draft manually or choose the **predefined template** and click the **View** (**View**) Button, as shown in Fig.eFile.261:

Fig.eFile. 25561

- Select the Template (if required) and click Ok to modify the word document and then **Save** () button as shown in Fig.eFile.262:

Fig.eFile. 25662

As a result the Word document appears. User can make the changes in the content of the word document and after making the necessary changes user can save the documents as shown in Fig.eFile.263:

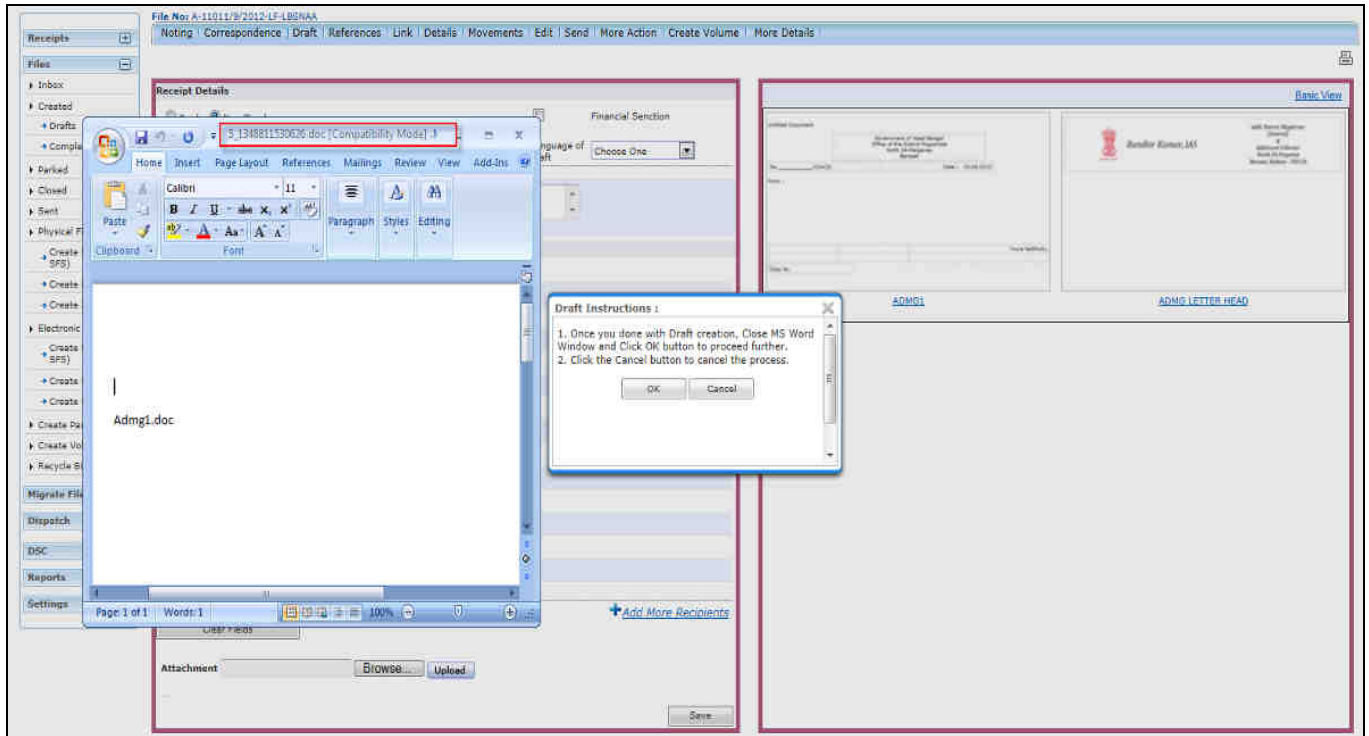


Fig.eFile. 25763

Now user can click the OK button in the Draft Instructions Pop Up to complete the Draft creation process

To avoid the word document User can click on button to move to next step.

As a result new Draft is created.

- To Edit Created DFA, Click on Edit button as shown in Fig.eFile.264:

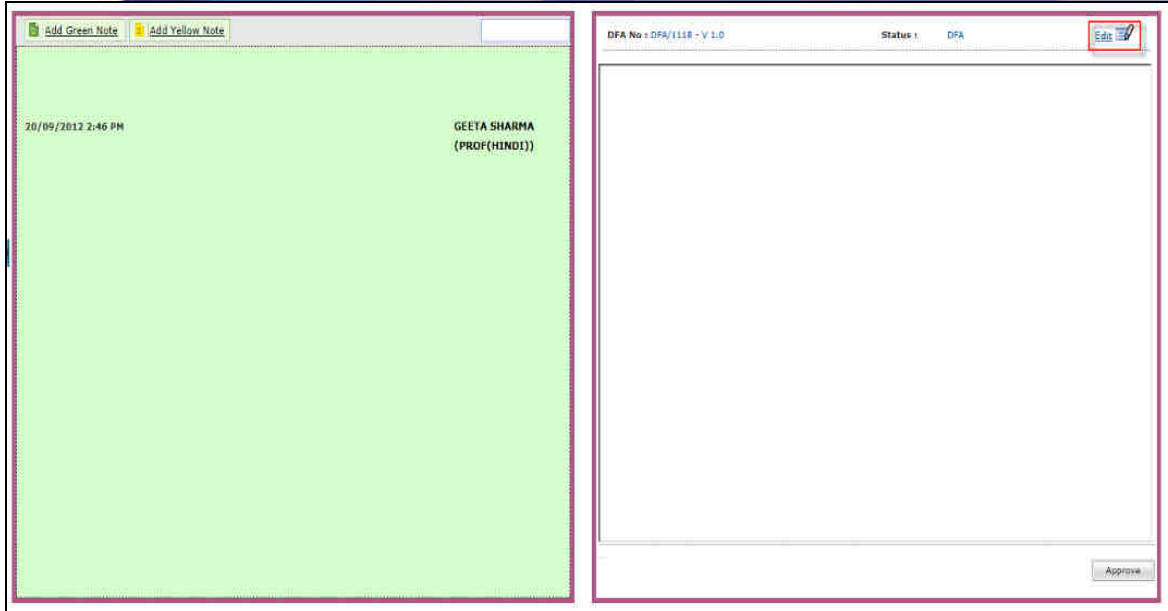


Fig.eFile. 25864

Digital Signing on DFA:

Create the DFA and Approve the DFA as per the Process.

Let us discuss in detail about the process of implementing the digital Signature on DFA.

- Sign and Approve button appears after DFA is created as shown in Fig.eFile.265:

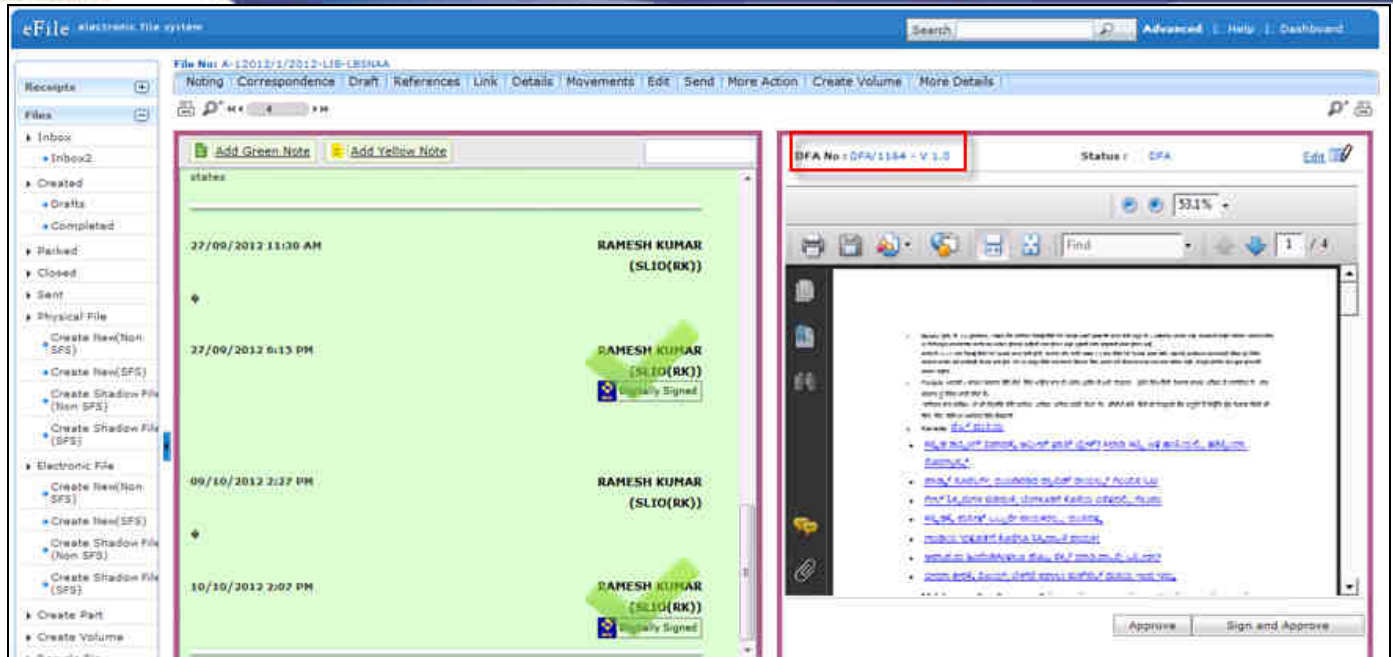


Fig.eFile. 25965

DSC Should be plugged in and in detected mode then it will display Sign and Approve button for DFA. For approve click on Approve else Sign and Approve.

- Click on Signed and approved DFA and enter the PIN for signature click Ok button as shown in Fig.eFile.266:

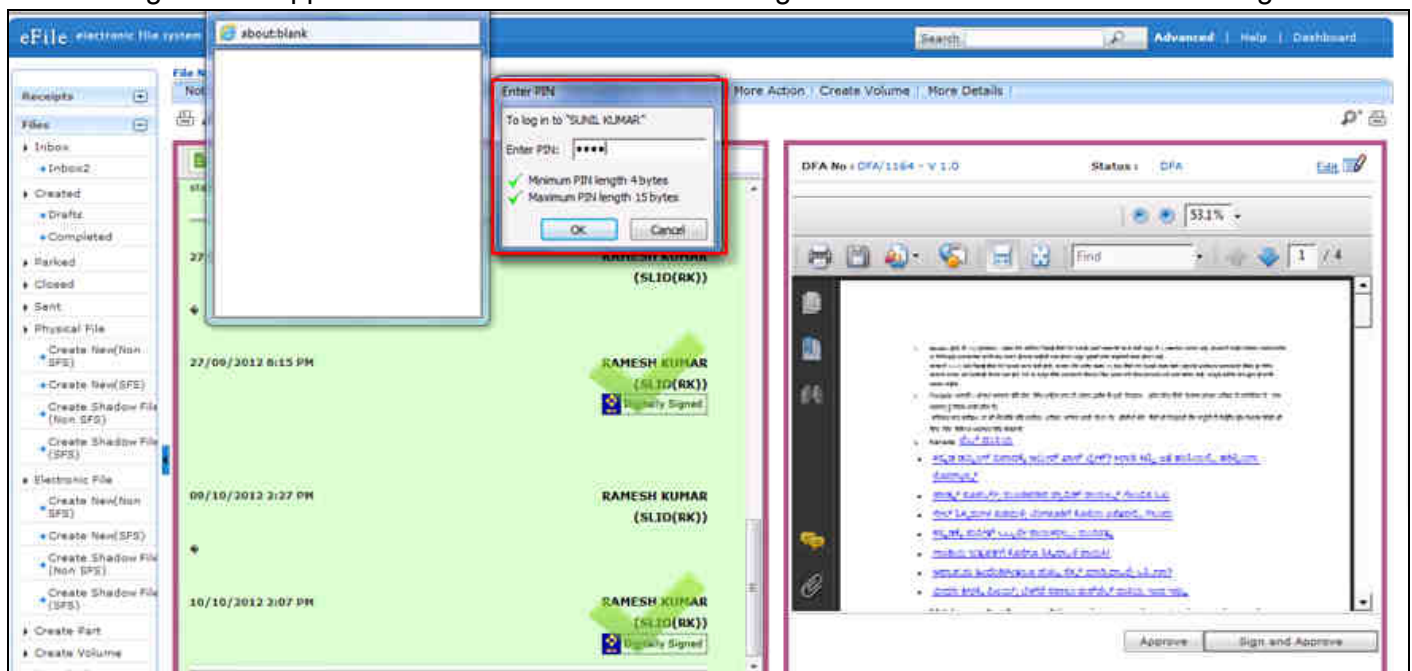


Fig.eFile. 2606

- As a result DFA with Signature is displayed as shown in Fig.eFile.267:

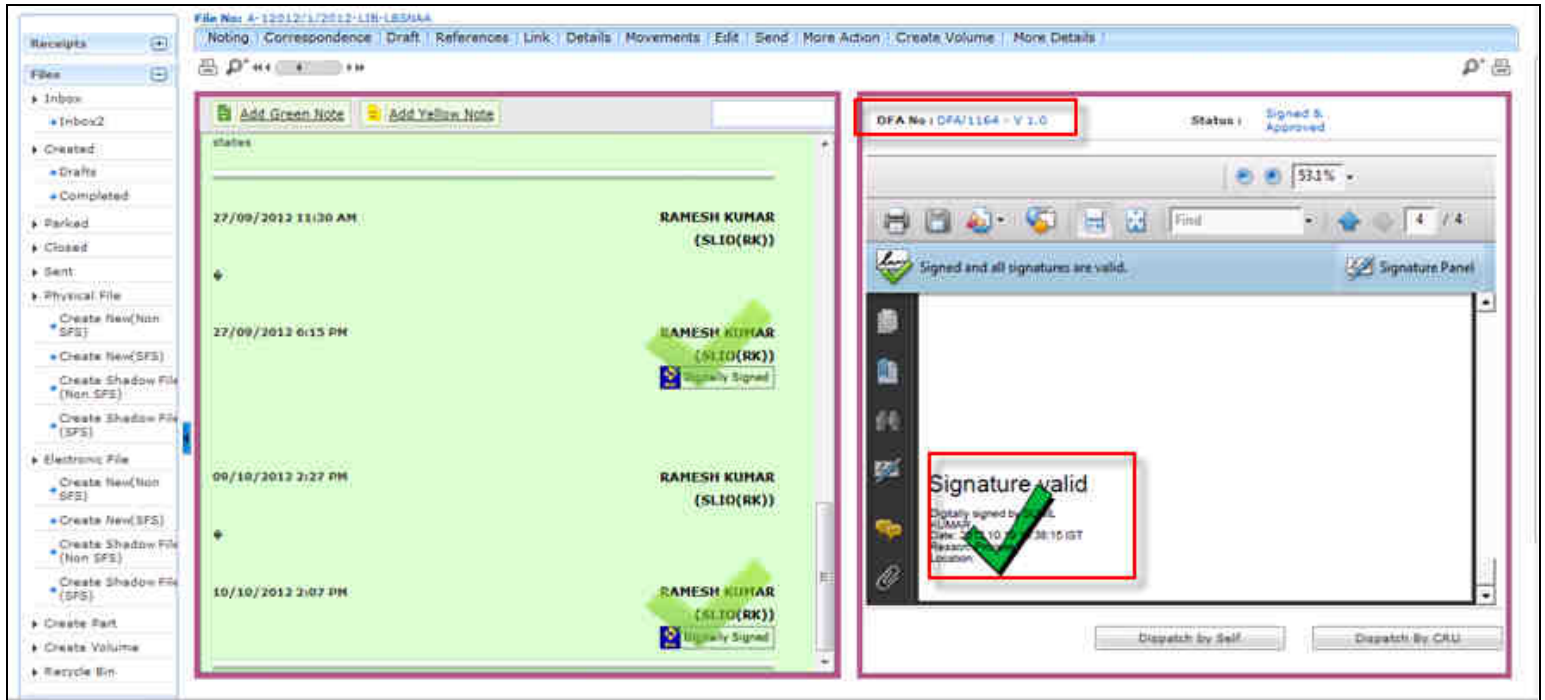


Fig.eFile. 2617

Dispatch By Self and Dispatch by CRU remains similar for signed and approved DFA .

Signature Verification in Noting

To verify the signature is valid in the document, proceed for further process as discussed below.

Let us discuss in detail the verification process of Signature in Notings of a file.

- Click on the Signature of signed noting as shown in Fig.eFile.268:



Fig.eFile. 2628

DSC should have been in detected mode and active in system.

- A pop up window appears DSC Certificate Details as shown in Fig.eFile.269:

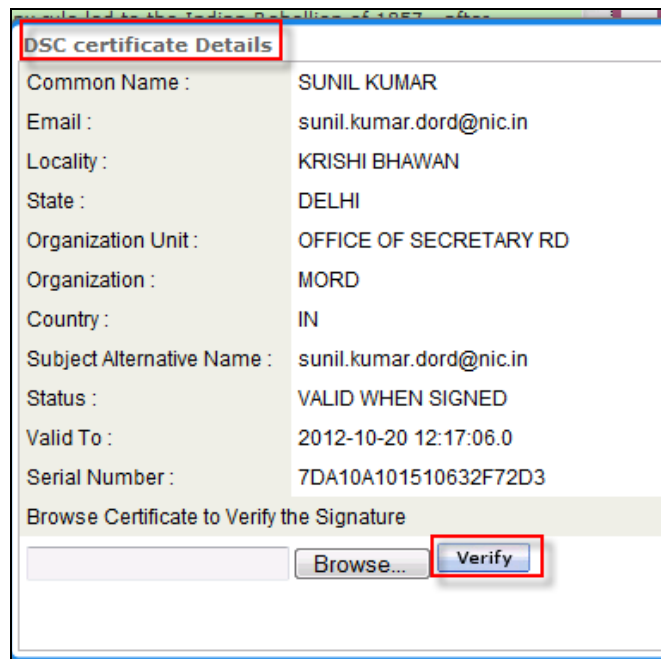


Fig.eFile. 2639

To browse the certificate for DSC follow the steps mentioned below:

- Open the link nicca.nic.in go to repository link as shown in Fig.eFile.270:



Fig.eFile. 26470

- Click on Certificate Search Through Repository search of DSC could be done as shown in Fig.eFile.271:

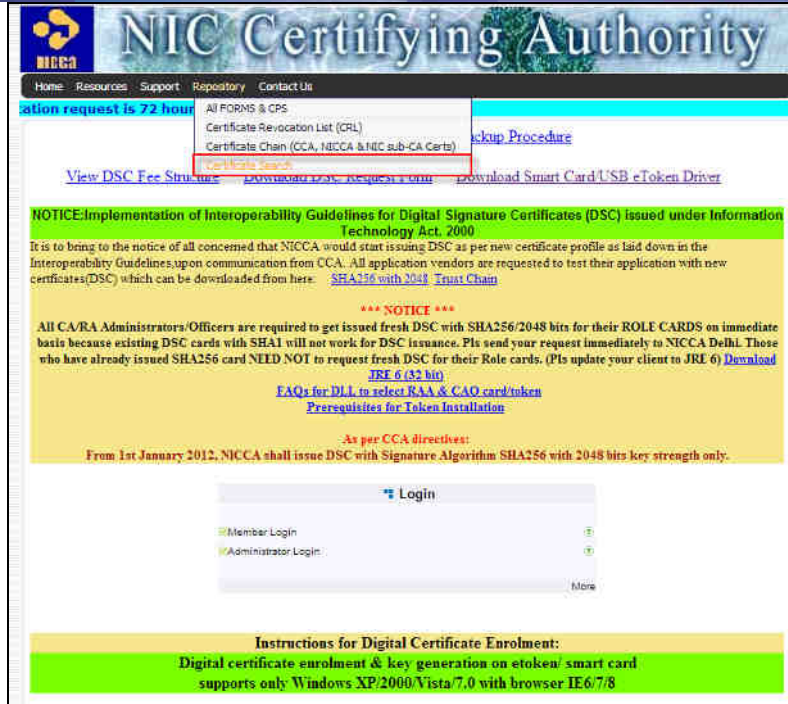


Fig.eFile. 26571

- Certificate Search window appears as shown in Fig.eFile.272:

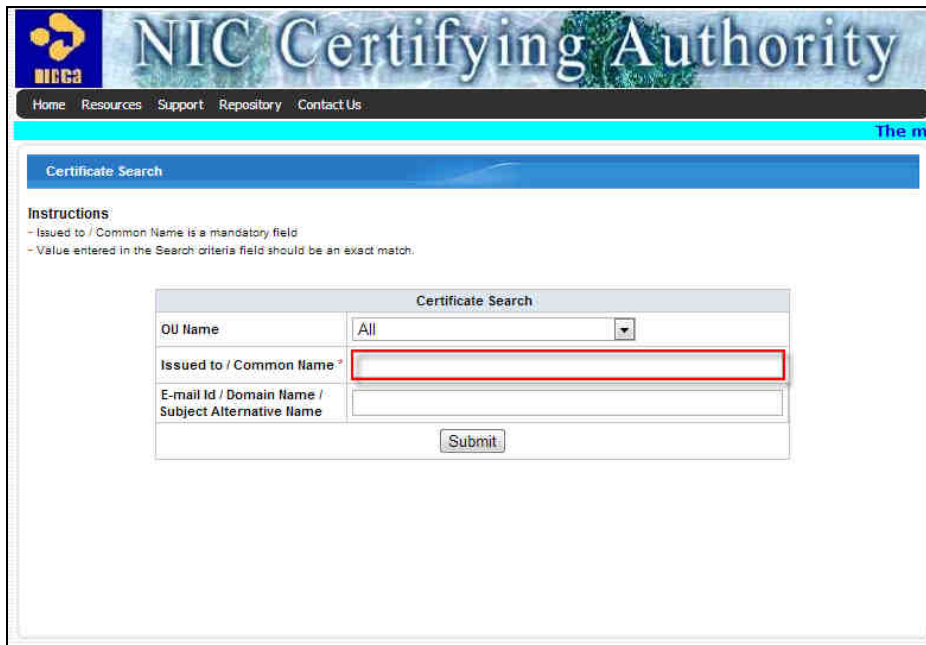
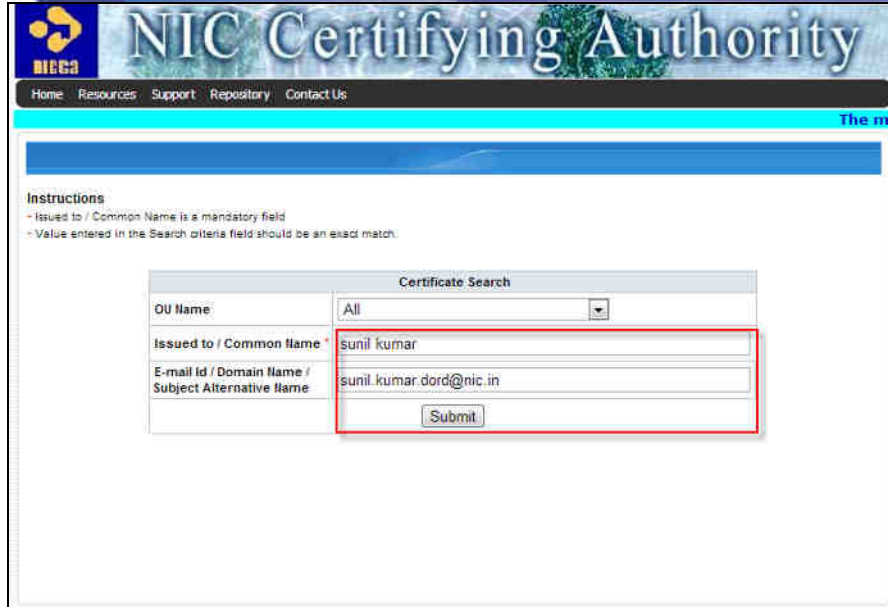


Fig.eFile. 26672

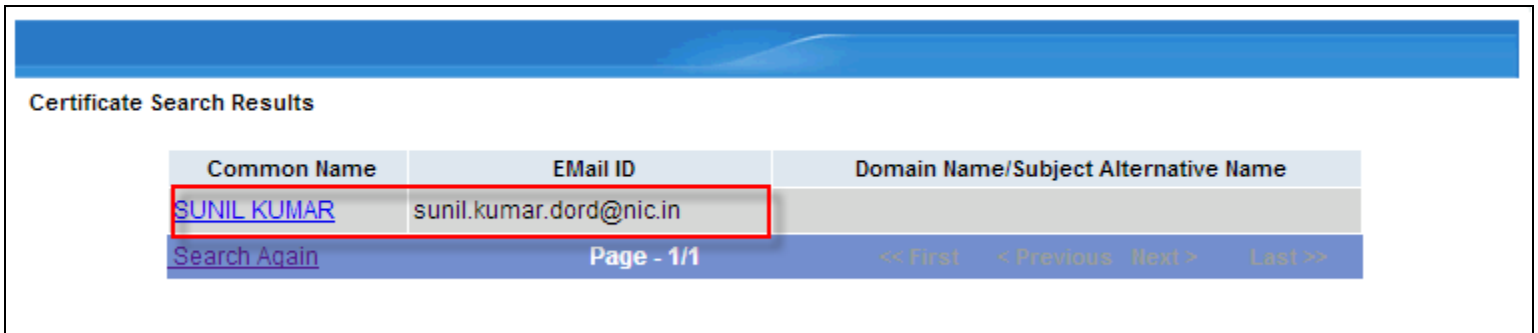
- Input the required details and click on submit button as shown in Fig.eFile.273:



The image shows the NIC Certifying Authority website interface. At the top, there is a navigation menu with links for Home, Resources, Support, Repository, and Contact Us. Below the navigation is a section titled 'Instructions' with two bullet points: '- Issued to / Common Name is a mandatory field' and '- Value entered in the Search criteria field should be an exact match.' The main content area features a 'Certificate Search' form. The form has four input fields: 'OU Name' (set to 'All'), 'Issued to / Common Name' (containing 'sunil kumar'), 'E-mail Id / Domain Name / Subject Alternative Name' (containing 'sunil.kumar.dord@nic.in'), and a 'Submit' button. A red rectangular box highlights the 'Issued to / Common Name' and 'E-mail Id / Domain Name / Subject Alternative Name' fields.

Fig.eFile. 26773

- Click on the found link which is searched as shown in Fig.eFile.274:



The image shows the 'Certificate Search Results' page. It features a table with three columns: 'Common Name', 'EMail ID', and 'Domain Name/Subject Alternative Name'. The first row of data is highlighted with a red box, showing 'SUNIL KUMAR' in the 'Common Name' column and 'sunil.kumar.dord@nic.in' in the 'EMail ID' column. Below the table, there is a 'Search Again' link, 'Page - 1/1', and navigation buttons: '<< First', '< Previous', 'Next >', and 'Last >>'.

Common Name	EMail ID	Domain Name/Subject Alternative Name
SUNIL KUMAR	sunil.kumar.dord@nic.in	

Fig.eFile. 26874

- Certificate Details window opens up with searched certificates and select and download certificate as shown in Fig.eFile.275:

Certificate Details

Common Name	SUNIL KUMAR
Email	sunil.kumar.dord@nic.in
Locality	KRISHI BHAWAN
State	DELHI
Organization Unit	SECRETARY RD
Organization	MORD
Country	IN
Subject Alternative Name	sunil.kumar.dord@nic.in
Status	VALID CERTIFICATE
Valid From	Tue Oct 12 14:44:35 IST 2010
Valid To	Thu Oct 11 14:44:35 IST 2012
Serial Number	7DA10A10C1093E24331

[Search Again](#) [DOWNLOAD](#)

Common Name	SUNIL KUMAR
Email	sunil.kumar.dord@nic.in
Locality	KRISHI BHAWAN
State	DELHI
Organization Unit	OFFICE OF SECRETARY RD
Organization	MORD
Country	IN
Subject Alternative Name	sunil.kumar.dord@nic.in
Status	VALID CERTIFICATE
Valid From	Thu Oct 21 12:17:06 IST 2010
Valid To	Sat Oct 20 12:17:06 IST 2012
Serial Number	7DA10A101510632F72D3

[Search Again](#) [DOWNLOAD](#)

Fig.eFile. 2695

- On download of DSC Certificate a window appears as shown in Fig.eFile.276:

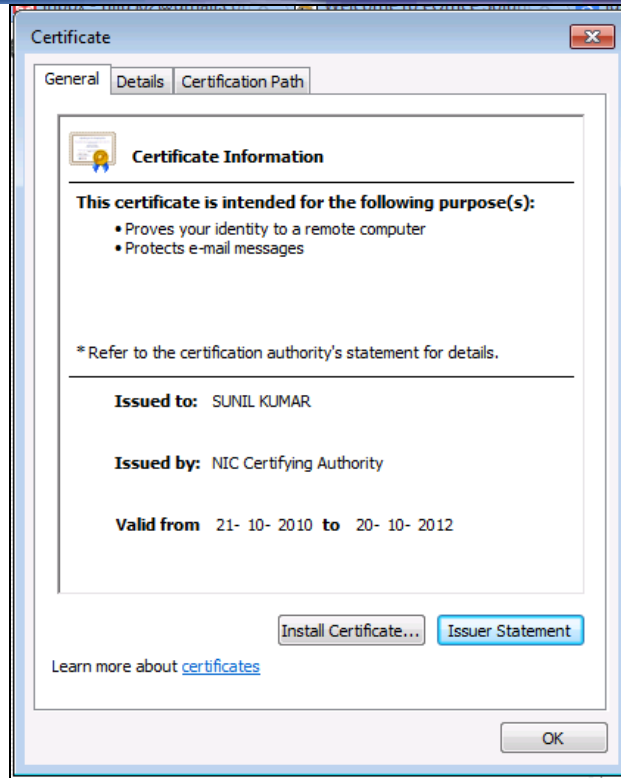


Fig.eFile. 2706

- Verify the Serial Number of downloaded certificate through Browse Button as shown in Fig.eFile.277:

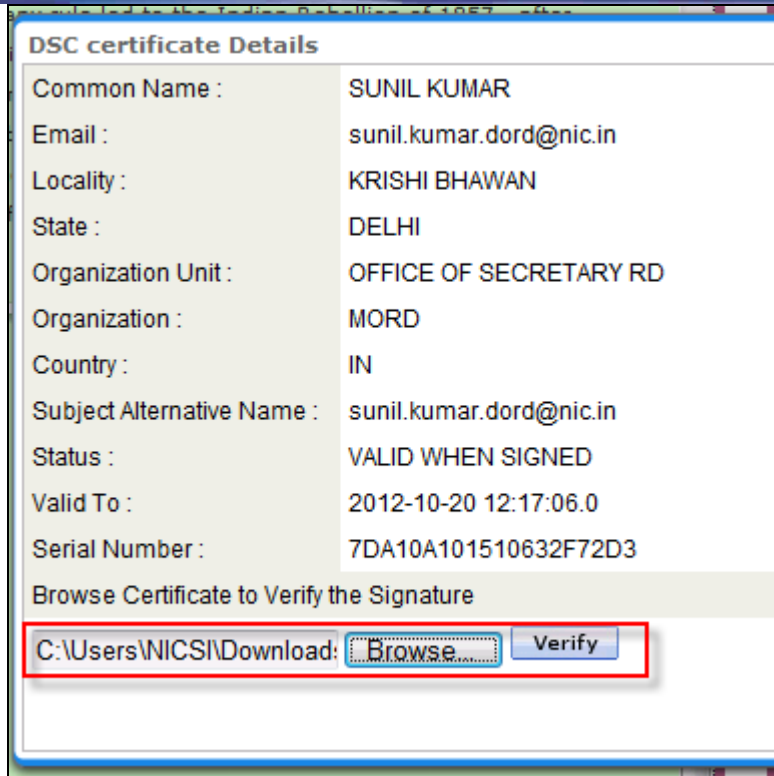


Fig.eFile. 2717

- Click on Verify Button to have Signature Verification as shown in Fig.eFile.278:

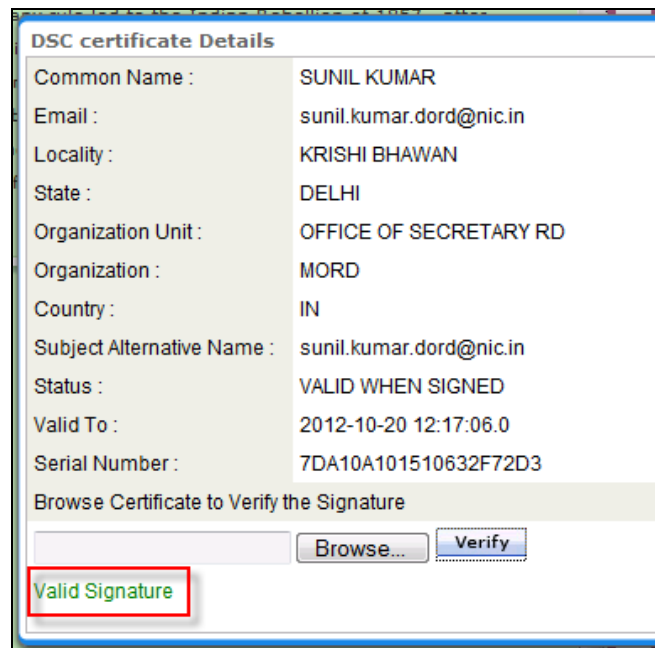


Fig.eFile. 2728

For verified signature a message will display as Valid Signature else Signature does not match with the given certificate.

- To Approve New DFA click on Approve button and Dispatch as shown in Fig.eFile.279:

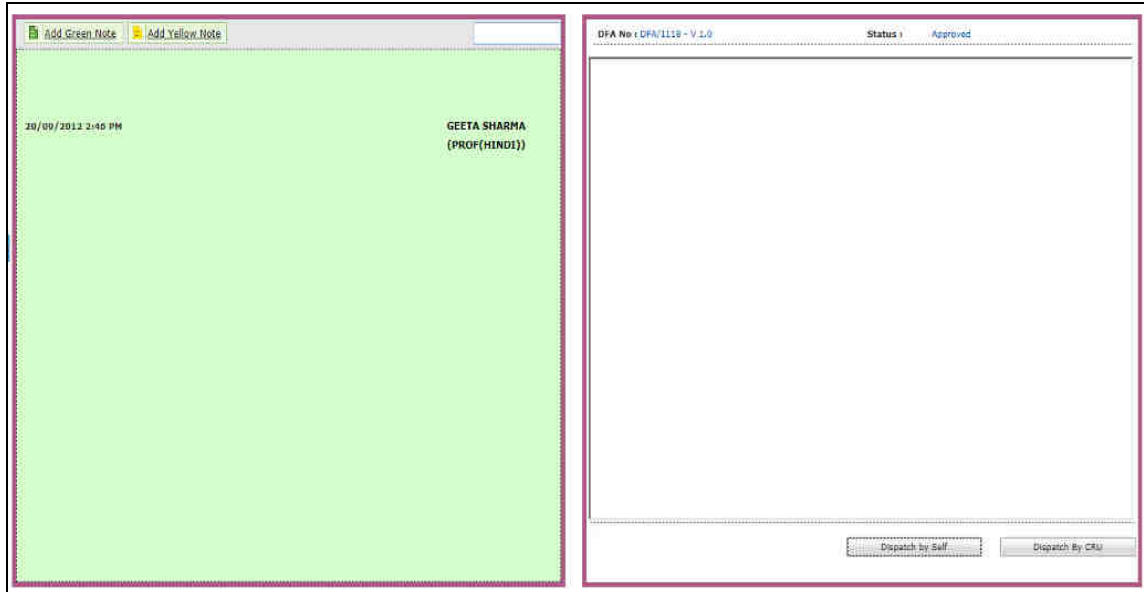


Fig.eFile. 2739

User cannot attach any document with DFA (draft for approval), which may be sent when the letter is to be issued.

For that:

To Understand Dispatch by Self and Dispatch By CRU refer

Dispatch By Self

Dispatch By CRU

To view already created/existing Draft, user has to perform following steps:

- Open any existing File by clicking the File number.
- Scroll mouse over **Draft** ([Draft](#)) link and click the **View Draft** option under it, as shown in Fig.eFile.280:

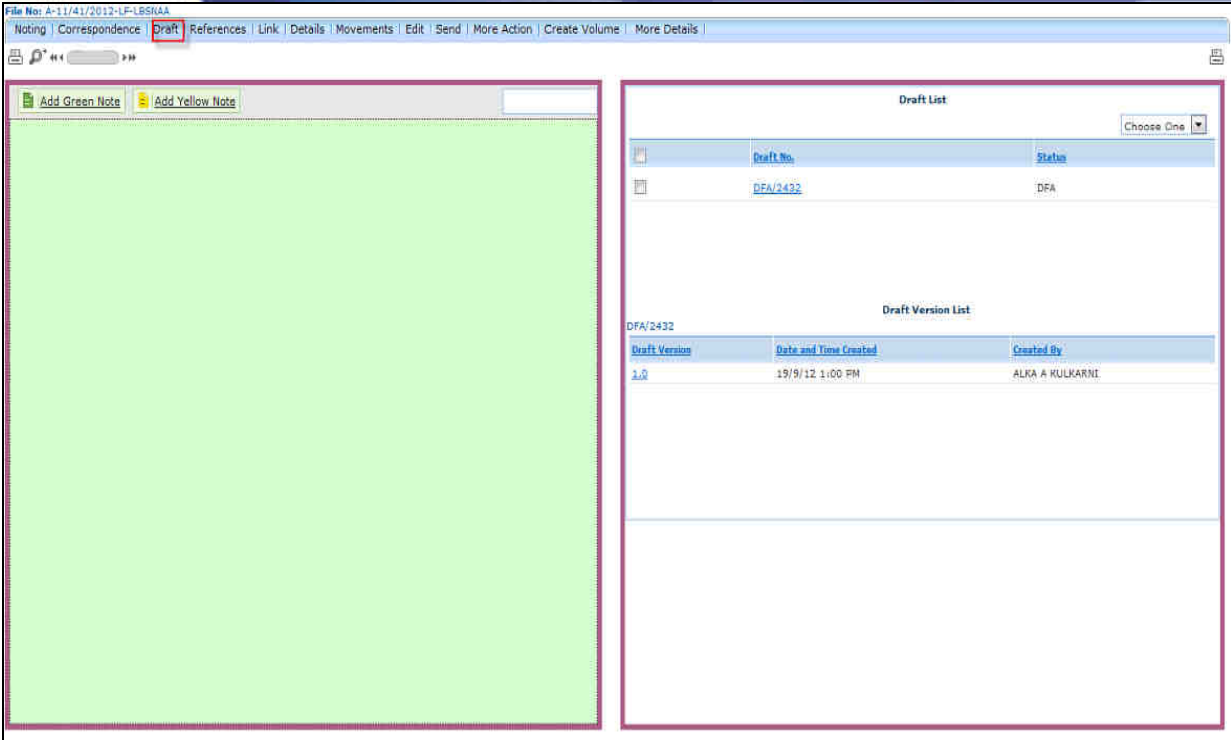


Fig.eFile. 27480

As a result **TOC of Drafts** page appears, as shown in Fig.eFile.280:

Now, after the Draft is created and saved, the Dealing Assistant sent it to the section officer for review.

To do so, he performs the following steps:

Perform All Steps of creating a new file.

Perform All Steps of creating a new Draft.

- Click the **Send** (**Send**) button from the toolbar, as shown in Fig.eFile.281:

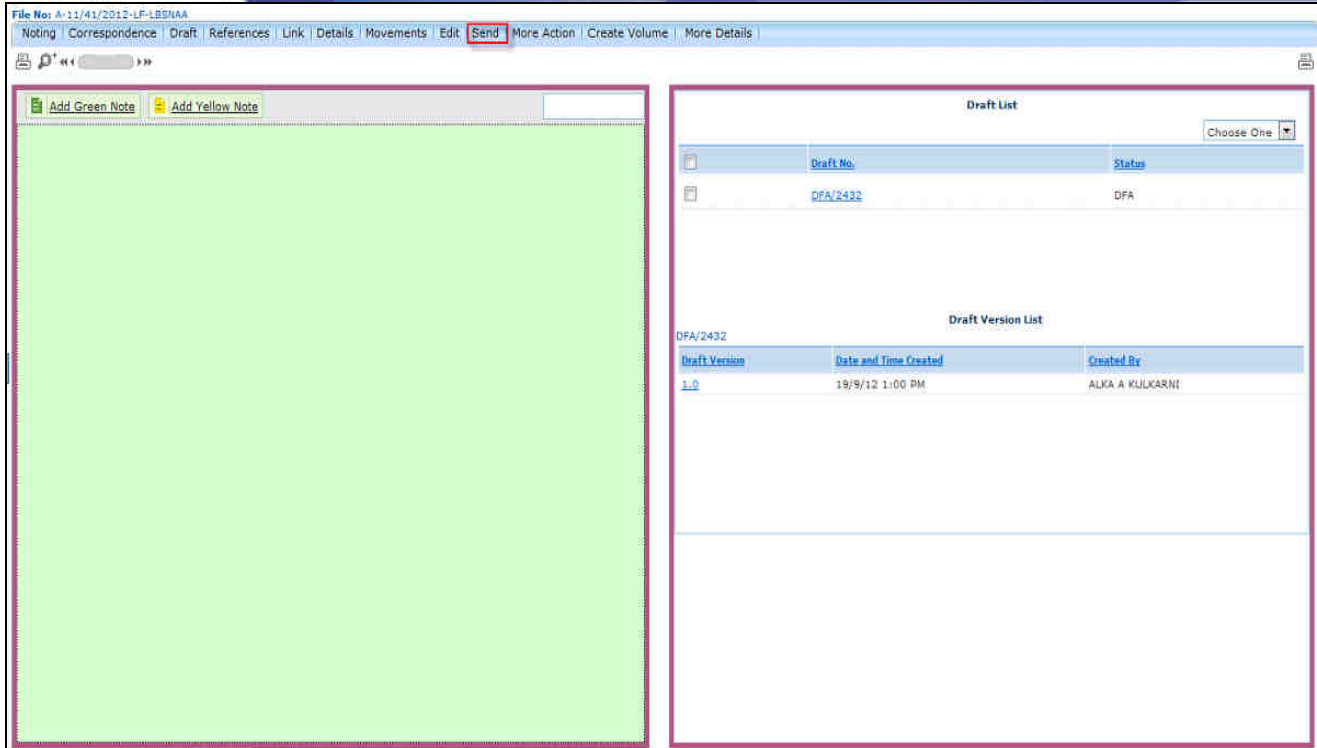


Fig.eFile. 27581

- As a result, **Send** File Page appears, as shown in Fig.eFile.282:

Send

File Number : **df**

Subject : **df**

To

Set Due Date

Action

Priority

Total 1000 |
1000 character left

Remarks

Fig.eFile. 27682

Either directly enter the name in the 'To' option or Click the 'To' link to select the marking abbreviation of the

recipient from the list box.

Provide the **Due date** (if required) for the File using the **calendar** (17) link adjacent to the Due Date text box.

Select the **Action** which has been taken on the File from the dropdown menu.

Select the **Priority** (if required) of the File from the dropdown menu.

Type the **remarks** (if required) in the Remarks text box, as shown in Fig.eFile.283:

The screenshot shows a 'Send' dialog box with the following fields and values:

- File Number : df
- Subject : df
- To : ALOK KUMAR--DDS(AK)--O/o DEPUTY DIRECTOR Sr (AK)
- Set Due Date : [] 17
- Action : Forward
- Priority : Ordinary
- Remarks : On Urgent basis.

The 'Send' button at the bottom is highlighted with a red box and a mouse cursor is pointing at it.

Fig.eFile. 27783

- Click the **Send** (Send) button (Fig.eFile.283). As a result, the File is sent to the intended recipient. In our case the recipient is Alok Kumar.


Alok Kumar logs into its account, the file is available in its **File Inbox**, as shown in Fig.eFile.284:

Receive Forward View Move To Mark As More Action Create Volume										Hierarchical View		My Files
<input type="checkbox"/>	Number	Subject	Sender	Last Seen By	Sent on	Due On	Read On	Quick Action				
<input type="checkbox"/>	E df	df	ALOK PANDEY	ALOK PANDEY	17/02/12 08:06	-	17/02/12 08:06					
<input type="checkbox"/>	P B-12013/1/2012-CC	Training	A NALLASAMY	A NALLASAMY	17/02/12 07:51	-	17/02/12 07:51					
<input type="checkbox"/>	E hum	hum	ALKA A KULKARNI	ALKA A KULKARNI	17/02/12 07:35	-	17/02/12 07:35					
<input type="checkbox"/>	E ramlila	ramlila	ALKA A KULKARNI	ALKA A KULKARNI	17/02/12 07:04	-	17/02/12 07:04					
<input type="checkbox"/>	E confusion	confusion	ALKA A KULKARNI	ALKA A KULKARNI	17/02/12 01:12	-	17/02/12 01:12					
<input type="checkbox"/>	E pull-check-Volume(1)	pull-check	ALKA A KULKARNI	ALKA A KULKARNI	17/02/12 01:08	-	17/02/12 01:08					
<input type="checkbox"/>	E file-latest	file-latest	ALKA A KULKARNI	ALKA A KULKARNI	17/02/12 12:44	-	17/02/12 12:44					

LEGEND > ■ Out Today ■ Most Immediate ■ Immediate ■ Ordinary

Fig.eFile. 2784

Role of Approving Authority in DFA:

- Officer opens the File and reviews the DFA.
- Office can edit the draft (**if required**) by clicking the **Edit** () button.
- If the draft is edited, it results in **version creation of the draft as shown in the figure Fig.eFile.285.**

The screenshot displays a web application interface for a receipt form. The top navigation bar includes 'Noting | Correspondence | Draft | References | Link | Details | Movements | Edit | Send | More Action | Create Volume | More Details'. The main form is titled 'Receipt Details' and contains several sections:

- Receipt Details:** Includes radio buttons for 'Reply' and 'New/Fresh', a 'Financial Section' checkbox, and 'Is Classified' radio buttons (Yes/No). There is also a 'Language of draft' dropdown menu.
- Subject:** A text input field containing 'gfhfg'.
- Communication Details:** A series of input fields for 'Ministry', 'Department', 'Name*', 'Designation', 'Organization', 'Address 1 *', 'Address 2', 'Email', 'Country', 'State', 'City', 'Pincode', 'Telephone', and 'Fax'. Each dropdown menu is set to 'Choose One'.
- Attachment:** A section with 'Browse...' and 'Upload' buttons.
- Buttons:** A 'Clear Fields' button is located below the communication details. An 'Add More Recipients' link is also present. A 'Save' button is highlighted with a red box at the bottom right of the form area.

Fig.eFile. 285

- After reviewing the DFA, approving authority clicks the **Approve** (Approve) button, as shown in Fig.eFile.286:
- After approving the DFA, approving authority sends the approved DFA to concerned dealing assistant for issue.

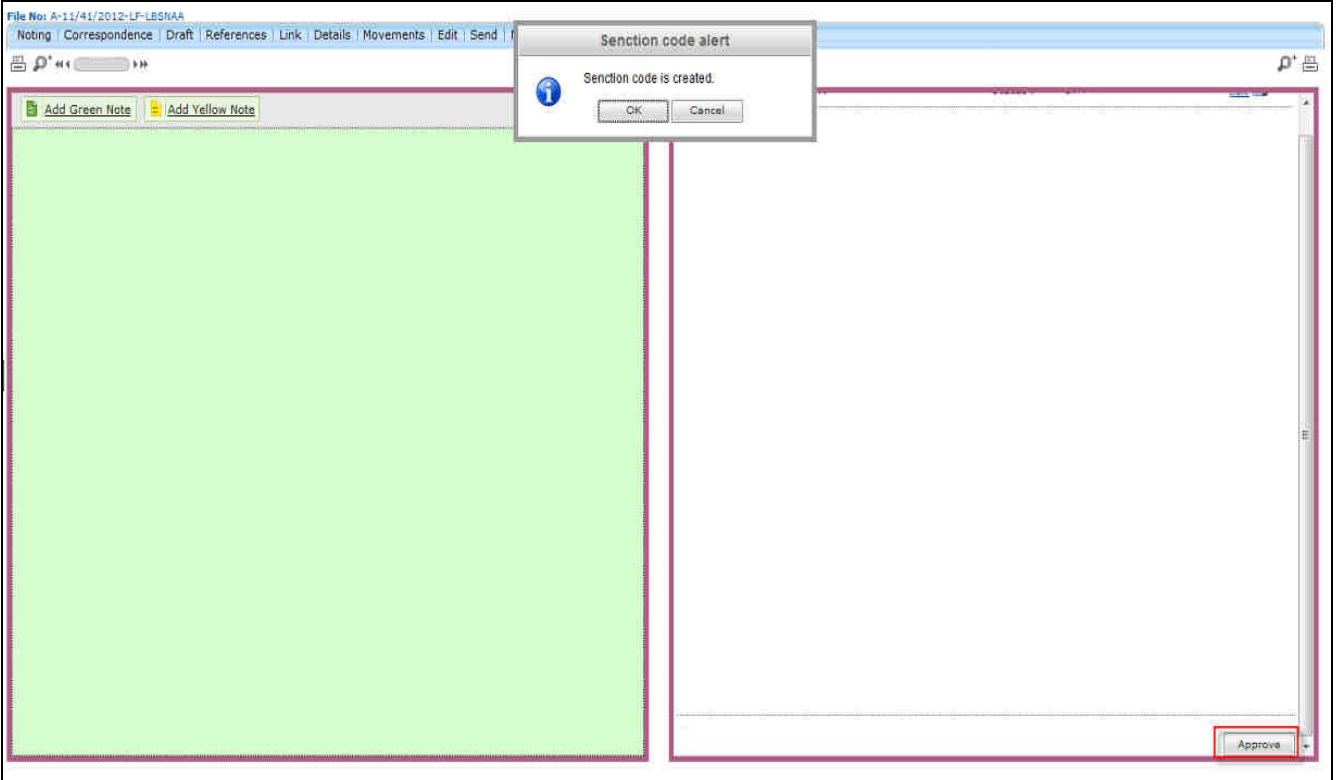


Fig.eFile. 2796

Now, Sention code is created for the Issue.

when the **Dealing assistant** logs into his account, the file is available in its **File Inbox**.

Role of Dealing Assistant in Issuing the DFA:

- Opens the File and reviews the DFA by clicking the **DFA number**.
- User now has 2 options, as shown in Fig.eFile.286 :
 - **Dispatch by Self:** Refers to issue the approved DFA by self (Dealing Assistant)
 - **Dispatch by CRU:** Refers to send the approved DFA to CRU to finally dispatch by them.

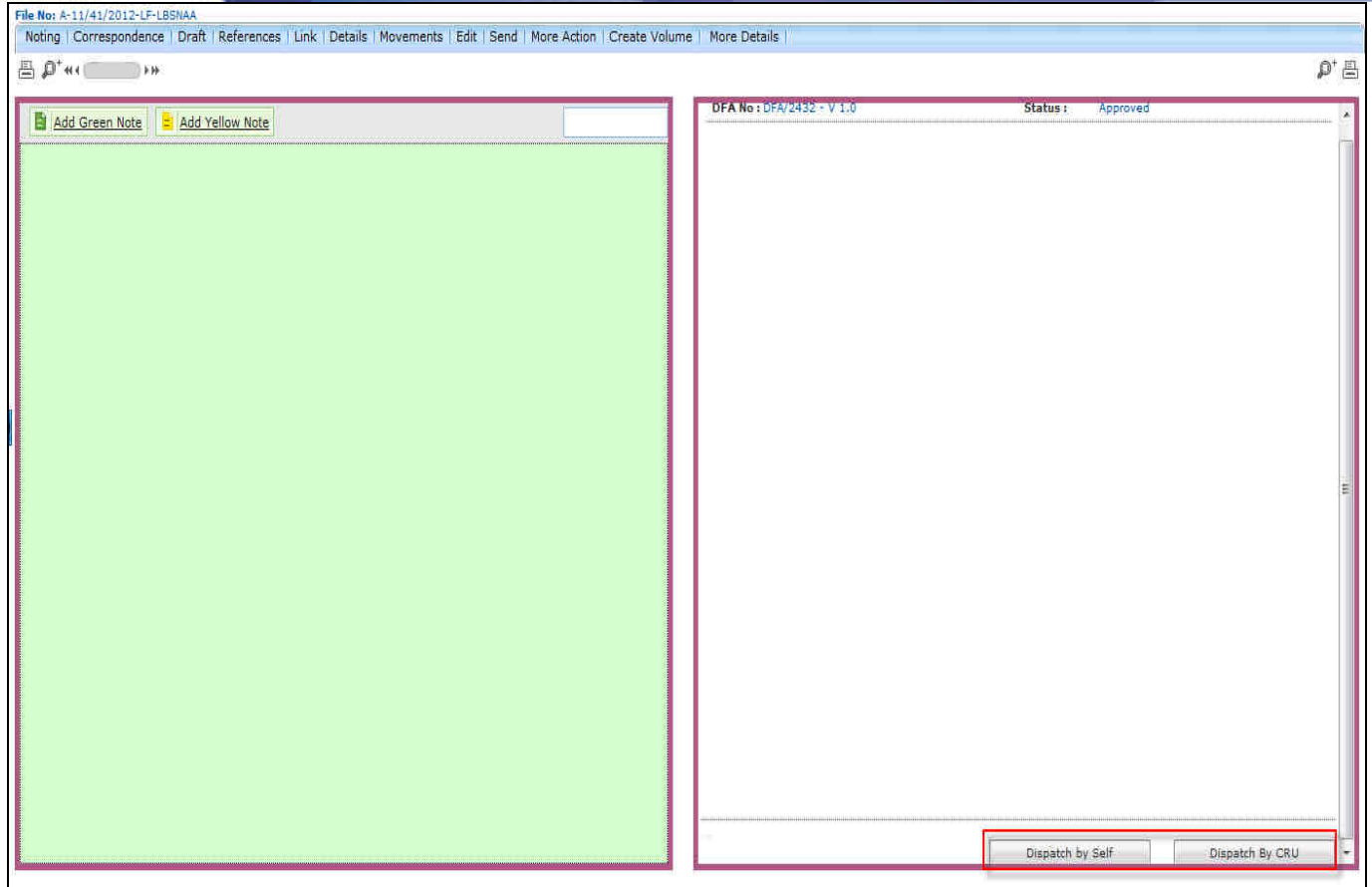



Fig.eFile. 2806

Dispatch by Self:

- Click the **Dispatch by Self** () button (Fig.eFile.286), as a result, **Dispatch Screen** appears, as shown in Fig.eFile.287:

<p>Dispatch</p> <p><input type="checkbox"/> By Mail</p> <p><input checked="" type="checkbox"/> By Post</p> <p>Postal Details</p> <p>Postal Mode: Choose One Postal Charge: 0</p> <p>Medium: Choose One Weight: 0</p> <p>Out Register Details</p> <p>Peon Book No: Out Date: <input type="button" value="IT"/></p> <p>Peon Name: Choose One Out Time: <input type="button" value="IT"/></p> <p>Peon Code: Choose One Delivery Status: No <input type="button" value="IT"/></p> <p>Delivery Date: <input type="button" value="IT"/></p> <p>Delivery Time: <input type="button" value="IT"/></p> <p>Receipt Details</p> <p><input type="checkbox"/> Reply <input checked="" type="checkbox"/> New/Fresh</p> <p>Subject* (Maximum of 250 Characters): Delhi</p> <p>Communication Details</p> <p>Ministry: Choose One</p> <p>Department: Choose One</p> <p>Name*: Sachin</p> <p>Designation: <input type="text"/></p> <p>Address 1*: Delhi</p> <p>Address 2: <input type="text"/></p> <p>Email: <input type="text"/></p> <p>Organization: Choose One</p> <p>Country: Choose One</p> <p>State: Choose One</p> <p>Pincode: <input type="text"/></p> <p>Telephone: <input type="text"/></p> <p>Fax: <input type="text"/></p> <p>Language of draft: English</p>	<p>DFA No: DFA/2113 - V 1.0 Status: Approved</p> <p>Untitled Document</p> <p>Not to be published or broadcast before _____ a.m./p.m. on _____ day, the _____, 2002</p> <p>PRESS COMMUNIQUE/NOTE</p> <p>In response to public demand, the Government of India have appointed a commission to go into the problem of _____ and make suitable recommendations to the Government.</p> <p>2. The Commission will consist of Shri _____ as Chairman and the following members:</p> <p>(a) _____</p> <p>(b) _____</p> <p>(c) _____</p> <p>3. In making its recommendations, the Commission is expected to give consideration to the following matters:</p> <p>(a) _____</p> <p>(b) _____</p> <p>(c) _____</p> <p>4. The Commission is expected to submit its report to the Government by _____.</p> <p>Department of _____ (_____ Visthag)</p> <p>New Delhi, 18.09.2012</p> <p>No. _____</p> <p>Forwarded to the Principal Information Officer, Press Information Bureau, Government of India, New Delhi, for issuing the communique and giving it wide publicity.</p> <p>Tele. No. _____</p> <p style="text-align: right;"><input type="button" value="Send"/></p>
---	---

Fig.eFile. 2817

- Provide the necessary information for dispatching the approved draft, and click the **Send** () button, as shown in Fig.eFile.288:


Fig.eFile. 2828

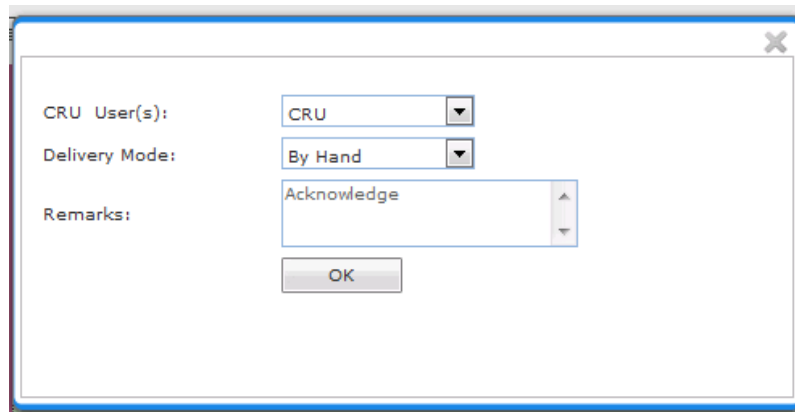
As a result, the draft gets dispatched to the intended recipient and **dispatched DFA** reflects into the **Sent** Section of **Officer's Dispatch** Link.

Dispatch by CRU/CRU:

- Click the **Dispatch by CRU/CRU** () button (Fig.eFile.288), as a result, **Dispatch by CRU** screen appears, as shown in Fig.eFile.289:

Fig.eFile. 289

- Provide the necessary details like Delivery mode and fill the remarks (if required), and click the **OK** () button, as shown in Fig.eFile.290:



The screenshot shows a dialog box with the following fields and controls:

- CRU User(s):** A dropdown menu with "CRU" selected.
- Delivery Mode:** A dropdown menu with "By Hand" selected.
- Remarks:** A text input field containing the word "Acknowledge".
- OK:** A button at the bottom of the dialog.

Fig.eFile. 28390

As a result, DFA sent to CRU for further dispatch.

d) Attaching Reference: With the help of this feature user can attach references corresponding to the working File.

To attach Reference user has to perform following steps:

- Perform all **steps of creating a new file**.
- Scroll mouse over **References** link and click the **Local Reference** option under it, as shown in Fig.eFile.291:

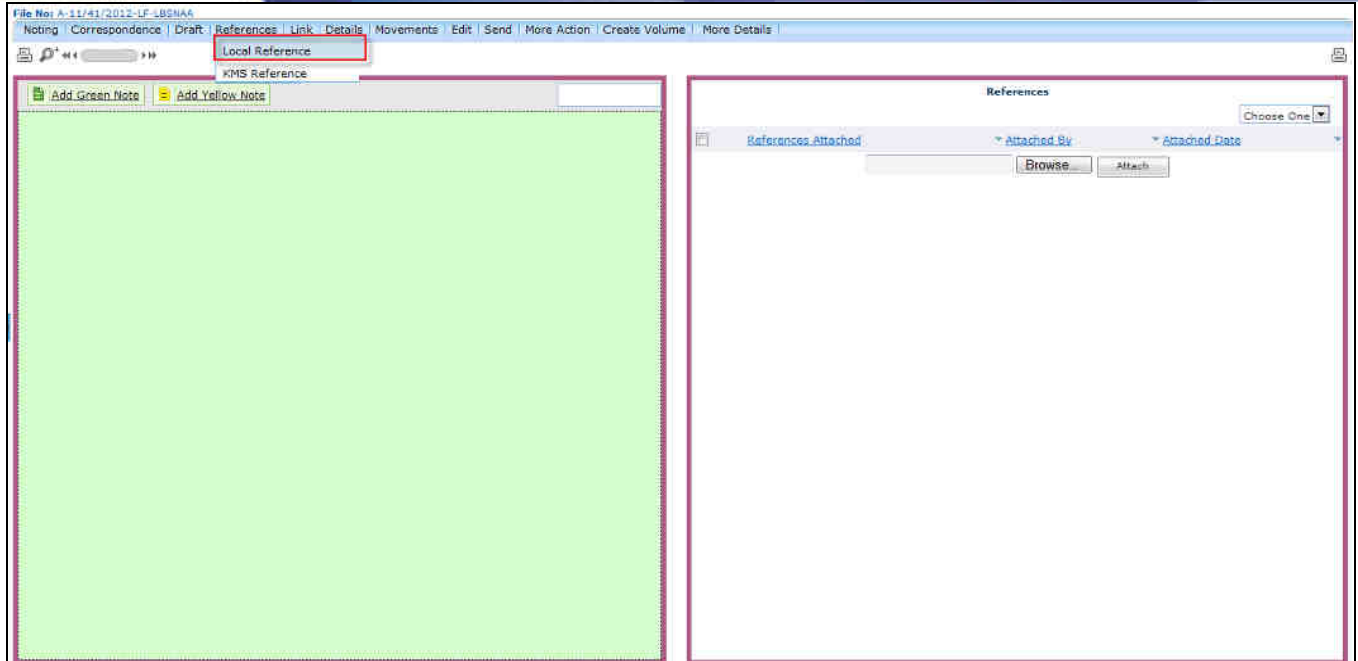


Fig.eFile. 28491

As a result **References** page appears on right side of Noting page, as shown in Fig.eFile.292:

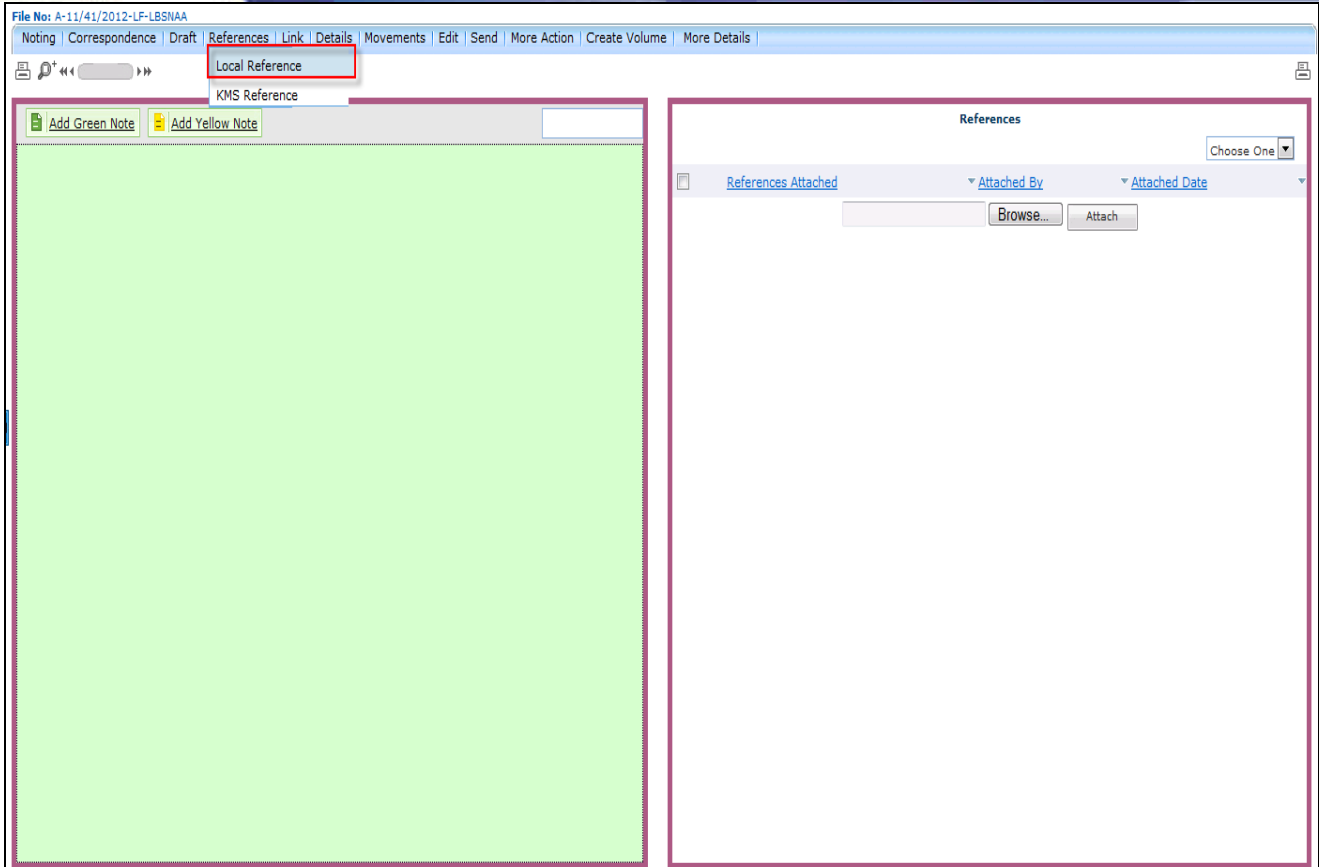


Fig.eFile. 28592

- Browse the reference document from the Local system and click the **Attach** () button, as shown in Fig.eFile.293:

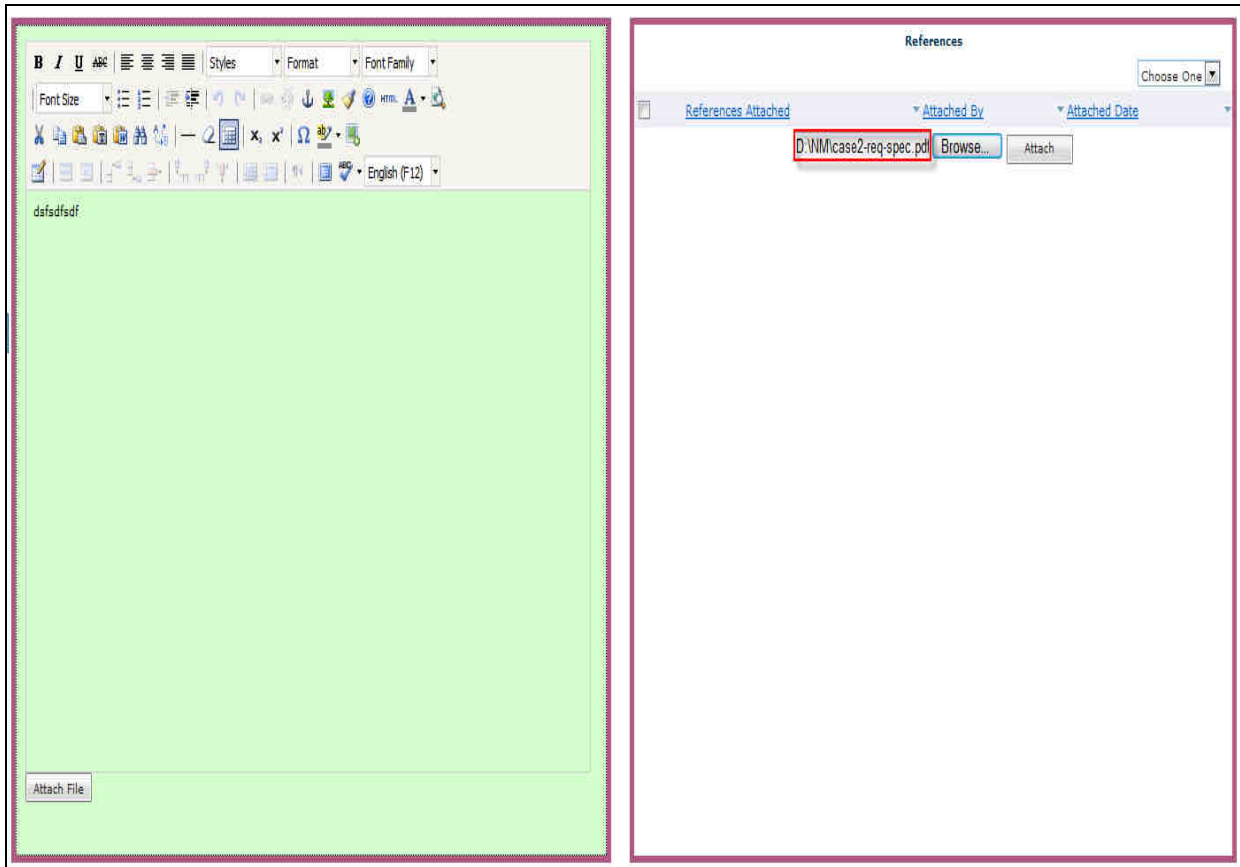


Fig.eFile. 28693

As a result the attached reference document gets attached to the working File, as shown in Fig.eFile.294:

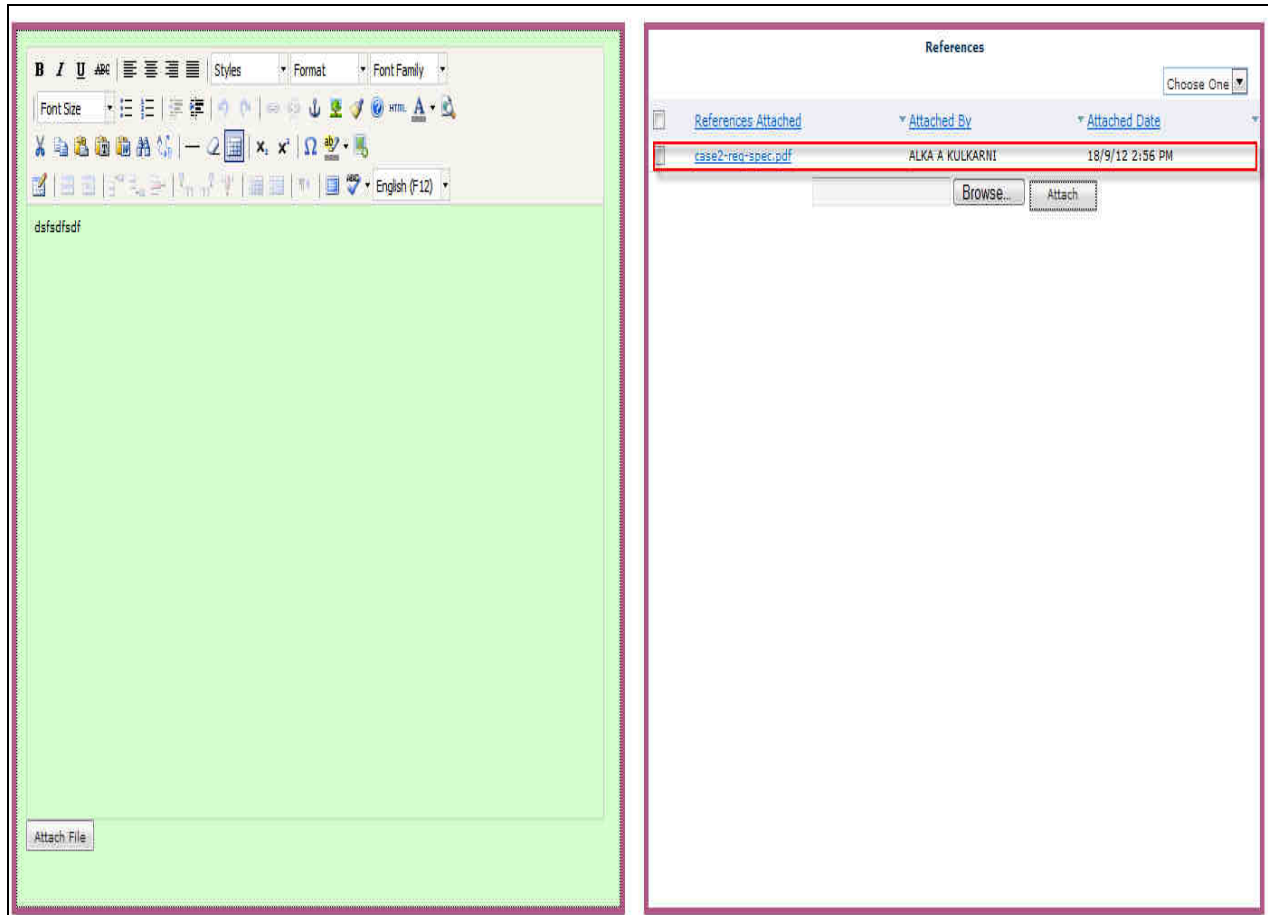


Fig.eFile. 2874

e) **Attaching KMS Reference:** With the help of this feature user can attach KMS references corresponding to the working File.

To attach KMS Reference user has to perform following steps:

- Perform all steps of creating a new file.
- Scroll mouse over **References** link and click the **KMS Reference** option under it, as shown in Fig.eFile.295:

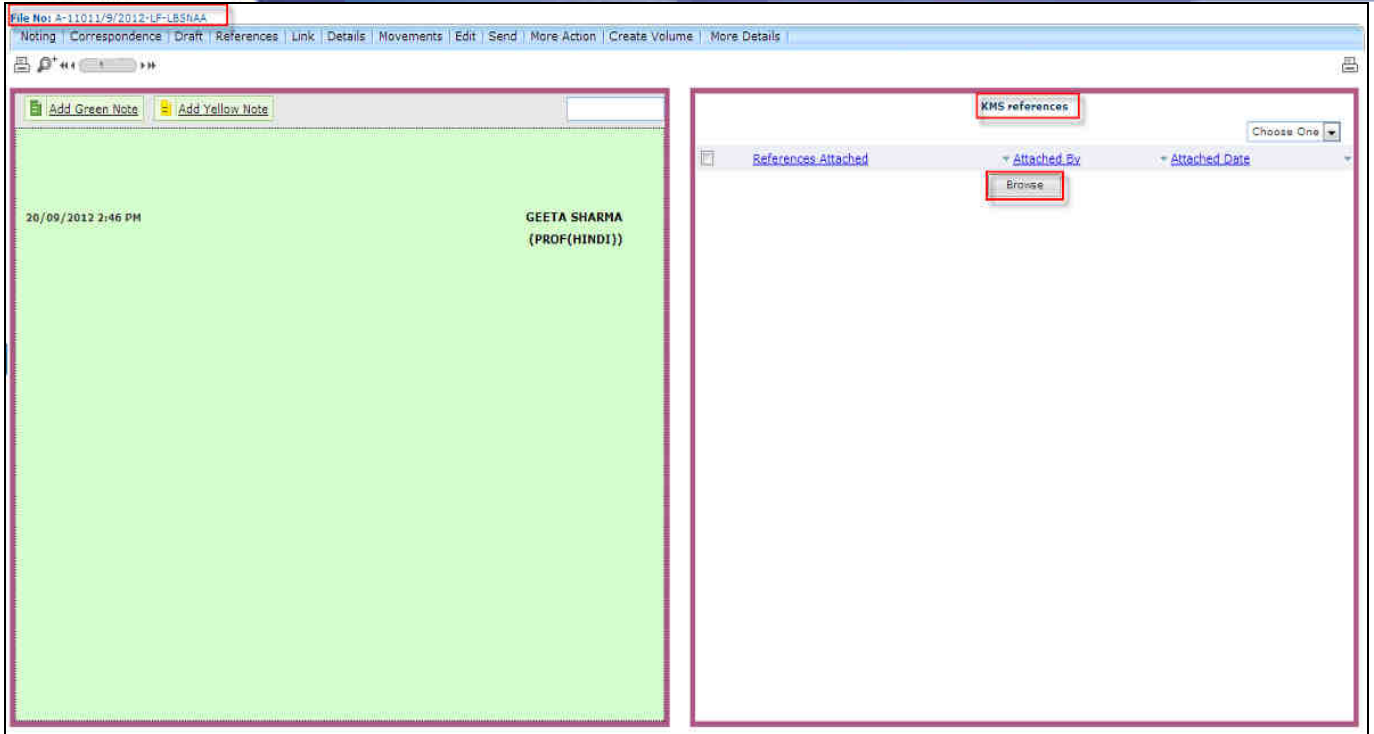


Fig.eFile. 2885

- As a result **KMS References** page appears on Noting page, as shown in Fig.eFile.296.

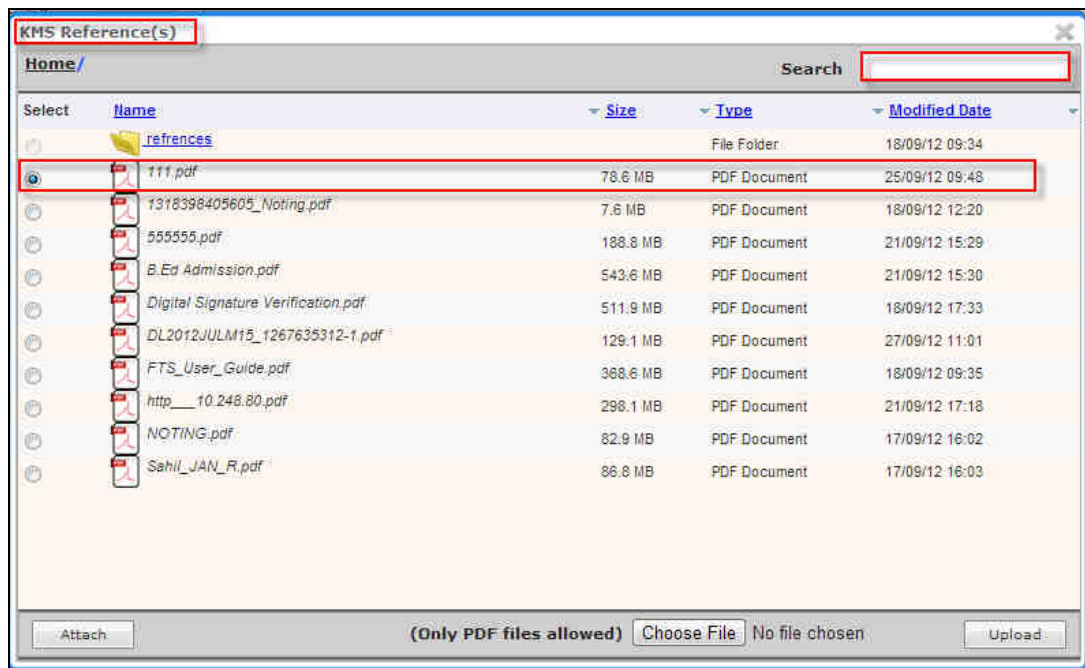


Fig.eFile. 2896

User cannot browse Folder ,only PDF files are accessible.

- To select any PDF files **Browse** a file and **Upload** to attach as shown in Fig.eFile.297:

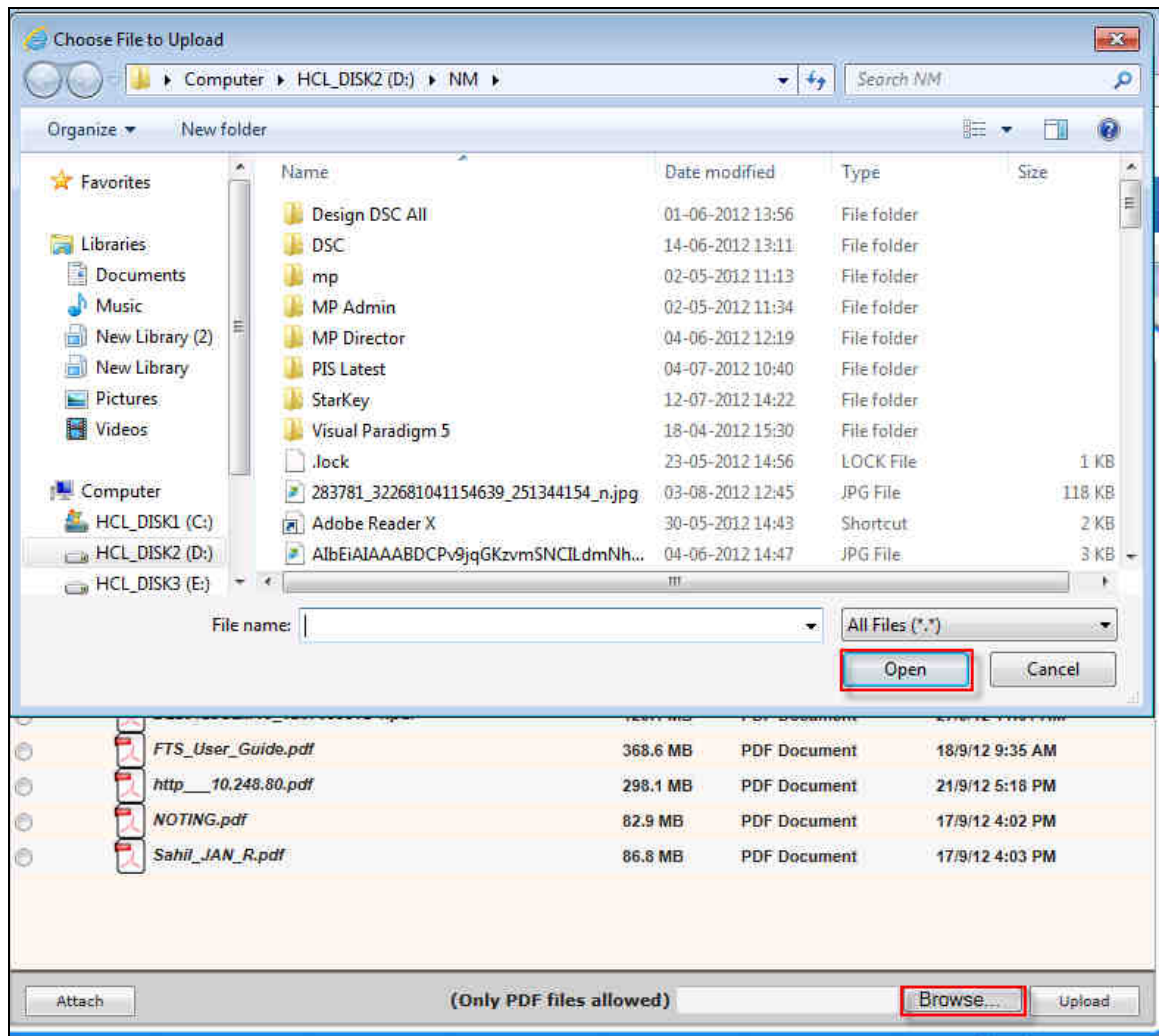


Fig.eFile. 2907

- When browsed file is attached a message is displayed as successfully uploaded as shown in Fig.eFile.298:

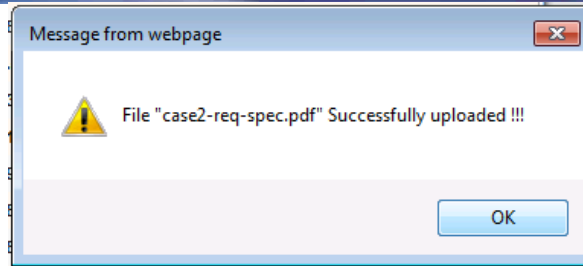
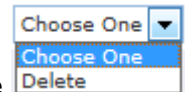


Fig.eFile. 2918

- As a result KMS reference is attached and can also be deleted by selecting Delete from dropdown as shown in Fig.eFile.299:



from

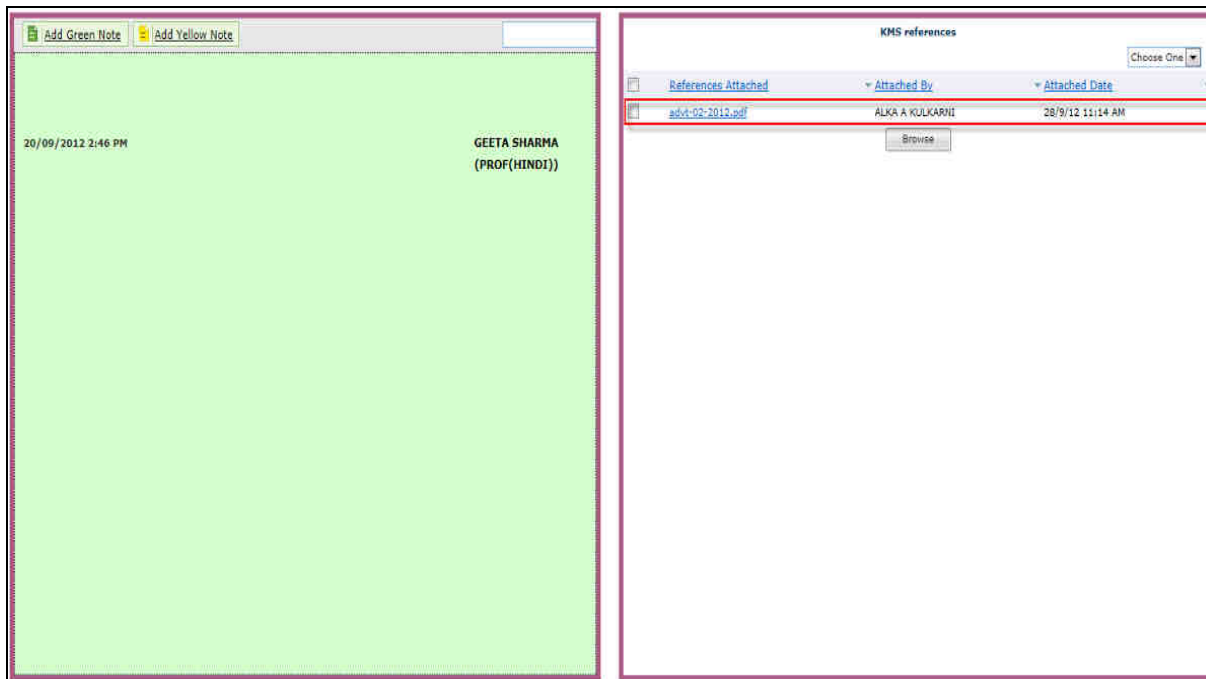


Fig.eFile. 2929

f) Link Delink Files:

With the help of this feature user can Link and delink other eFile(s) to the working file.

It has 3 links To Link any other eFile user has to perform following steps:

Perform All Steps of creating a new file.

- Click the **Link Delink** ([Link DeLink](#)) link, as a result **Link/delink** page appears on right side of Noting page, as shown in Fig.eFile.300:

- Internal Files are displayed as shown in Fig.eFile.280

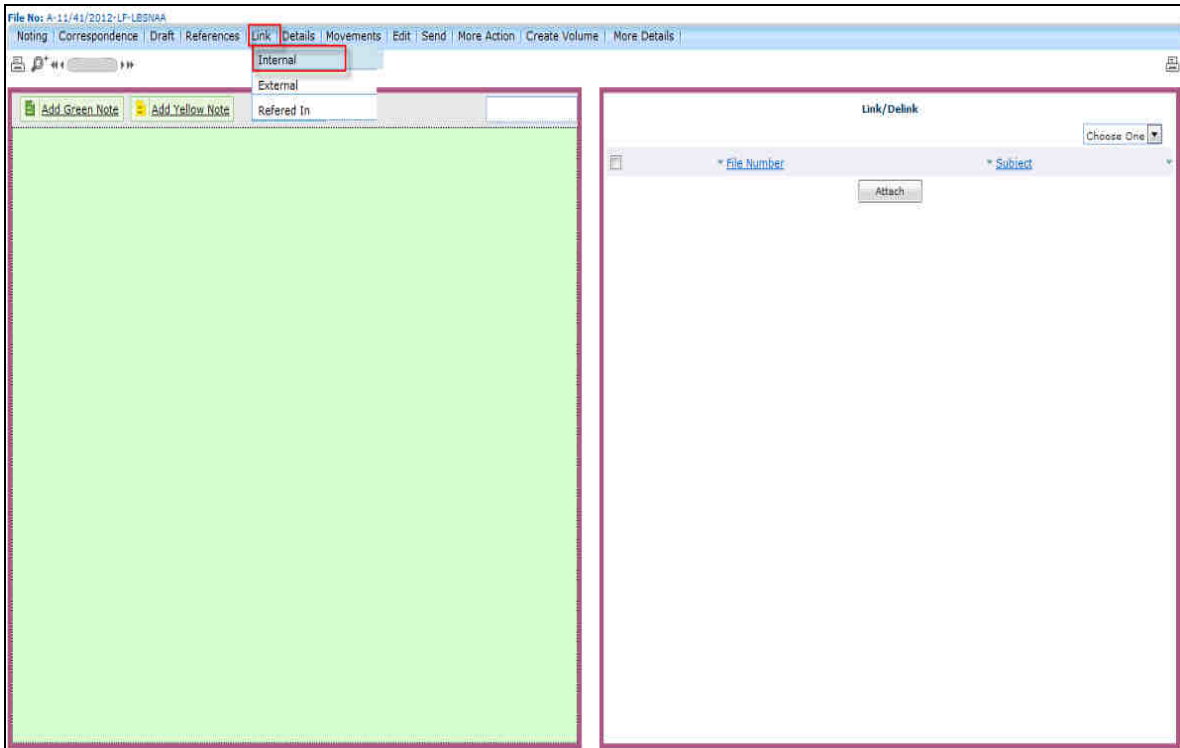



Fig.eFile. 300

- Click the **Attach** () link, as a result list of other files will appear, as shown in Fig.eFile.301:

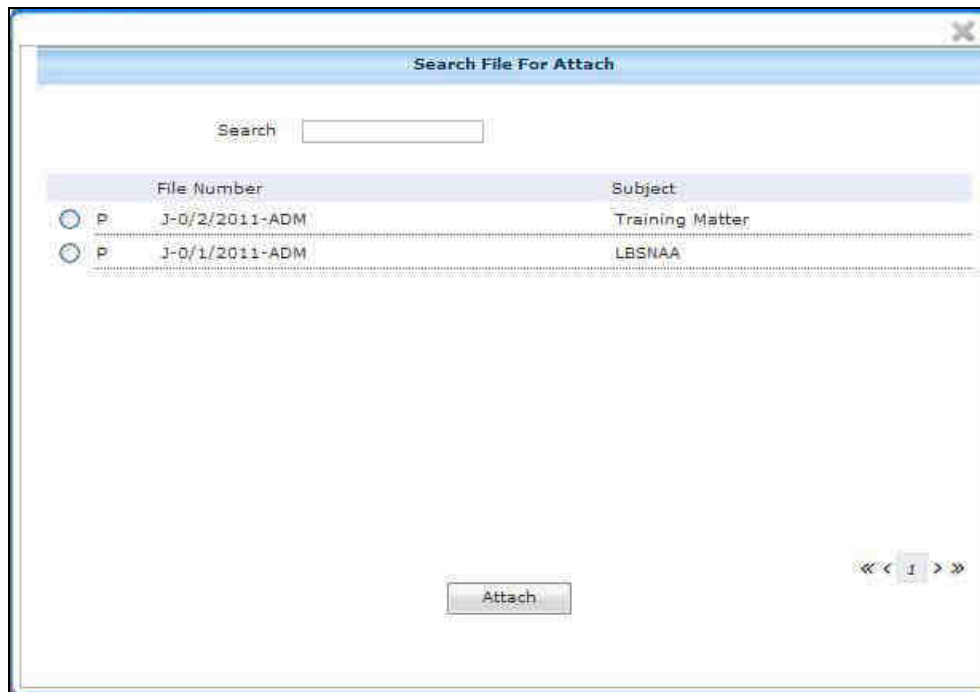



Fig.eFile. 301

- Select a file which needs to be linked with the working file and click the **Attach** () button as shown in Fig.eFile.302:

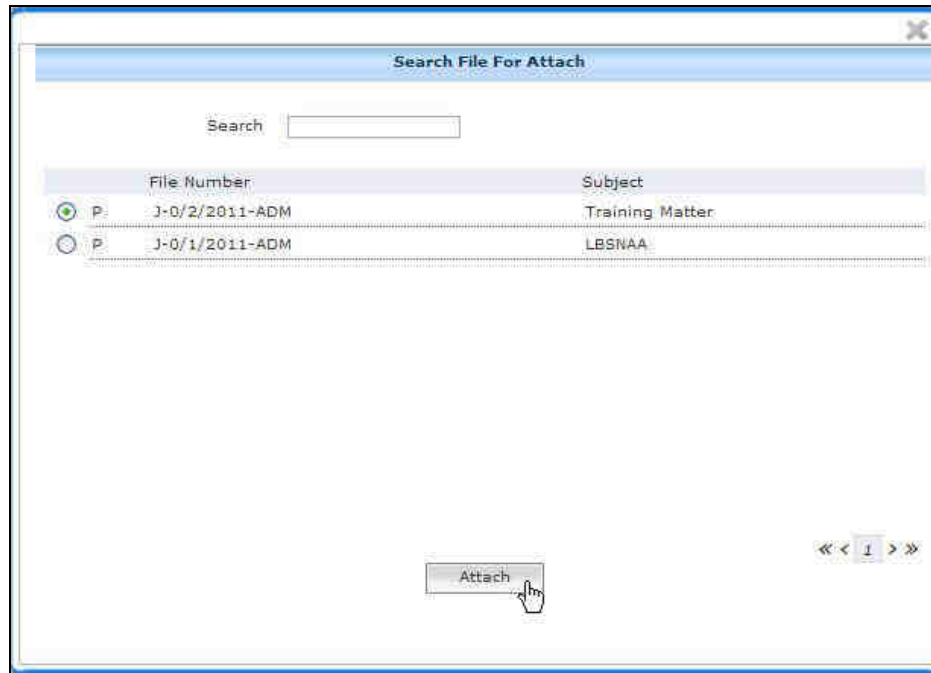


Fig.eFile. 302

As a result the selected file gets attached to the working file.

- External files are displayed in the window as shown in the figure Fig.eFile.303:

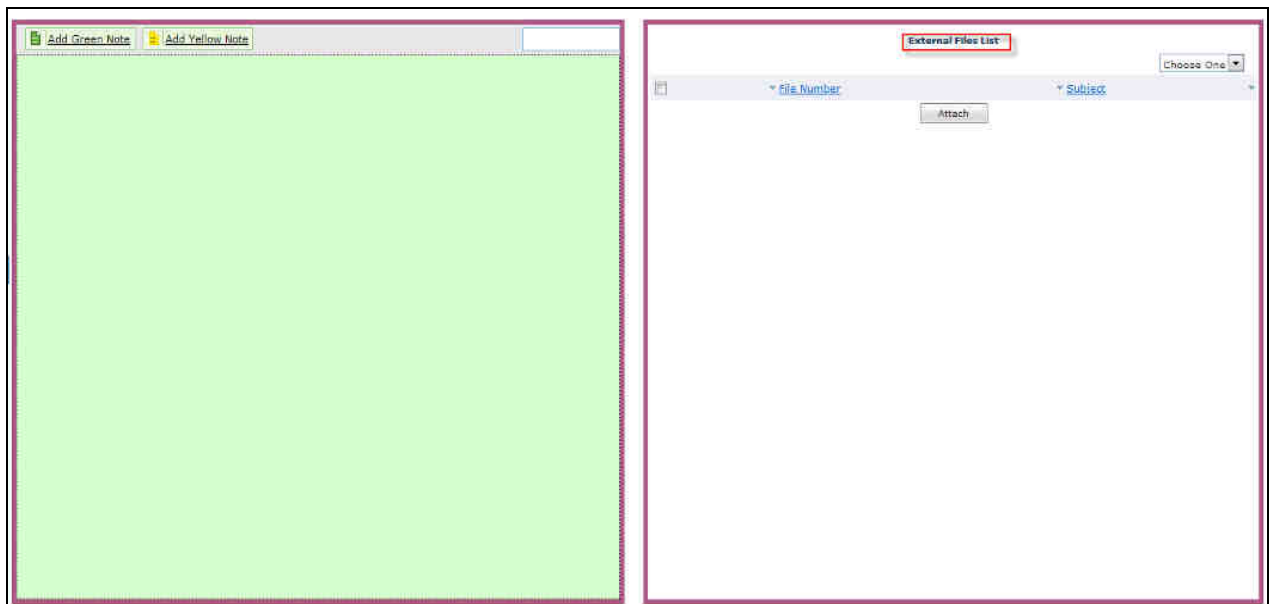


Fig.eFile. 303

- Referred In files are displayed as shown in figure Fig.eFile.304 :



Fig.eFile. 304

g) Details:

With the help of this feature user can view the total no. of part files created.

To view the Details of File user has to perform following steps:

Perform All Steps of creating a new file.

- Click the **Details** ([Details](#)) link, as a result **Details page** of that working file appears, as shown in Fig.eFile.305:

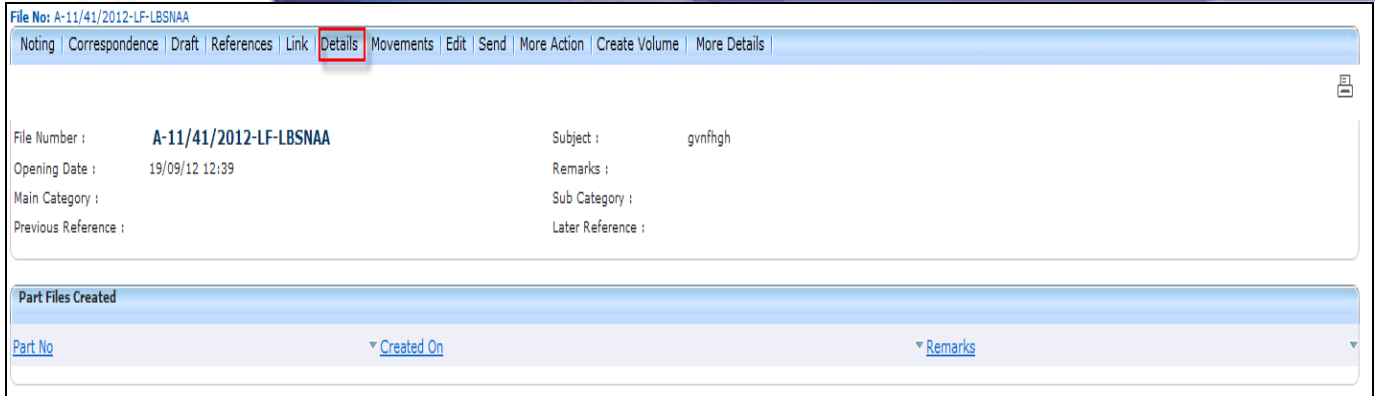


Fig.eFile. 305

h) Movements:

With the help of this feature user can have a track on the Running File and can view all the movements.

To view the Movements of File user has to perform following steps:

Perform All Steps of creating a new file.

- Click the **Movements** (Movements) link, as a result **File Movement History** page of that working file appears, as shown in Fig.eFile.306:



Fig.eFile. 306

i) Edit:

With the help of this feature user can make changes to the cover page of existing running file except the Basic and corresponding Heads.

Only the creator of the file has access to 'Edit' the Cover page of file. No other eOffice user has access to it.

To edit the cover page of eFile user has to perform following steps:

Perform All Steps of creating a new file.

- Click the **Edit** ([Edit](#)) link, as a result **Cover Page** of that working file appears, as shown in Fig.eFile.307:

Fig.eFile. 307

- Make Necessary changes and click the **Done** ([Done >](#)) button (Fig.eFile.307), as a result, changes on cover page of file get saved.

j) Send:

With the help of this feature user can send the File to the Recipient.

To send the eFile user has to perform following steps:

Perform All Steps of creating a new file.


- Click the **Send** ([Send](#)) link, as a result **Send File** page appears, as shown in Fig.eFile.308:

Send

File Number : **S-11011/2/2011-ADM**

Subject : **Description**

To :

Set Due Date :  17

Action : **Forward** ▼

Priority : **Out Today** ▼

Total 1000 |
1000 character left:

Remarks :

Fig.eFile. 308


- Either directly enter the name in the 'To' option or Click the 'To' link to select the marking abbreviation of the recipient from the list box, as shown in Fig.eFile.309:

Send

File Number : **S-11011/2/2011-ADM**

Subject : **Description**

To : [To](#)

Set Due Date :  17

Action :


Priority :

Total 1000 |
1000 character left:

Remarks :

Rathindra Nath Mukherjee	PA (DM)	Confidential Section of DM
Debprosad Dey	UDA(DPR)	Confidential Section of DM
Swapna Kumar	UDA(SKN)	Confidential

Fig.eFile. 2939

- Provide the **Due date** (if required) for the File using the **Calendar** () link adjacent to the Due Date text box.

- Select the **Action** which has been taken on the File from the dropdown menu as shown in Fig.eFile.310:

The screenshot shows a 'Send' form with the following details:

- File Number :** A-11011/1/2011-ADM
- Subject :** cell one INFO
- To :** Rathindra Nath Mukherjee--PA (DM)--Confidential Section c
- Set Due Date :** 31/08/2011
- Action :** A dropdown menu is open, showing options: Forward, **Approved** (highlighted), For Approval, For Information, Seen, Put Up again, Please Discuss, and For Payment.
- Priority :** (empty)
- Remarks :** (empty text box)
- Send** button at the bottom.

Fig.eFile. 2940

- Select the **Priority** (if required) of the File from the dropdown menu.
- Type the **remarks** (if required) in the Remarks text box, as shown in Fig.eFile.311:

Send

File Number : **A-11011/1/2011-ADM**

Subject : **cell one INFO**

To : Rathindra Nath Mukherjee--PA (DM)--Confidential Section (

Set Due Date : 31/08/2011 17

Action : Approved

Priority : Most Immediate

Total 1000 |
994 characters left

Remarks :
URGENT

Send

Fig.eFile. 29511

- Click the **Send** () button (Fig.eFile.311). As a result, the File is sent to the intended recipient.

k) More Action:

With the help of this feature user can **Park** or **Close** the working file.

To Park a particular File user has to perform the following steps:

- Move the cursor over **More Action** () Link and click the **Park File** option, as shown in Fig.eFile.312:

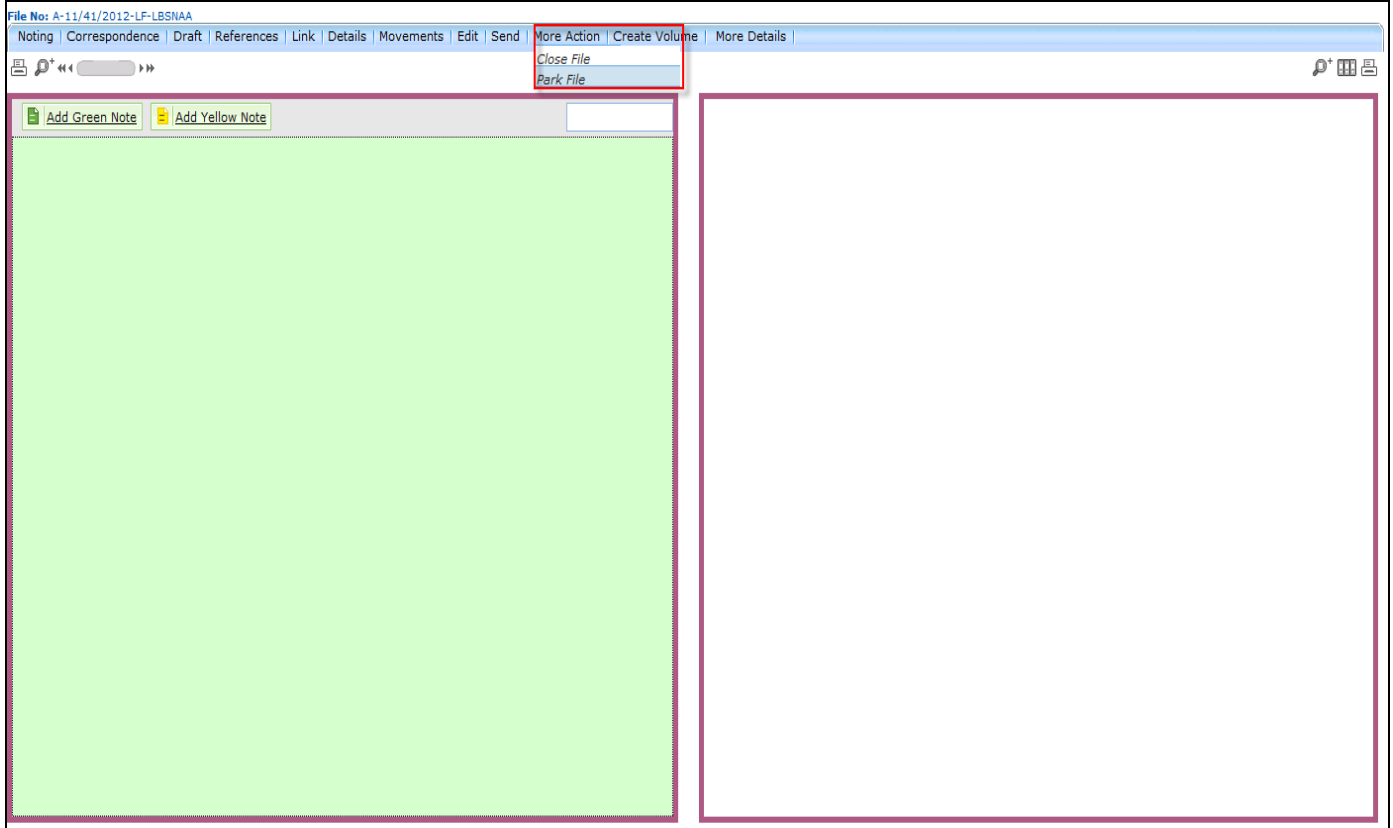


Fig.eFile. 29612

As a result, **Parking Confirmation** Dialogue box will appear, as shown in Fig.eFile.313:



Fig.eFile. 29713

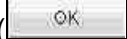
Enter the **Remarks** and **Reminder Date** as per requirement and click the **OK** () button, as shown in Fig.eFile.314:



Fig.eFile. 29814

As a result the working file will be sent to Parked section of Files.

To Close a particular File user has to perform the following steps:

- Move the cursor over **More Action** ([More Action](#)) Link and click the **Close File** option, as shown in Fig.eFile.315:

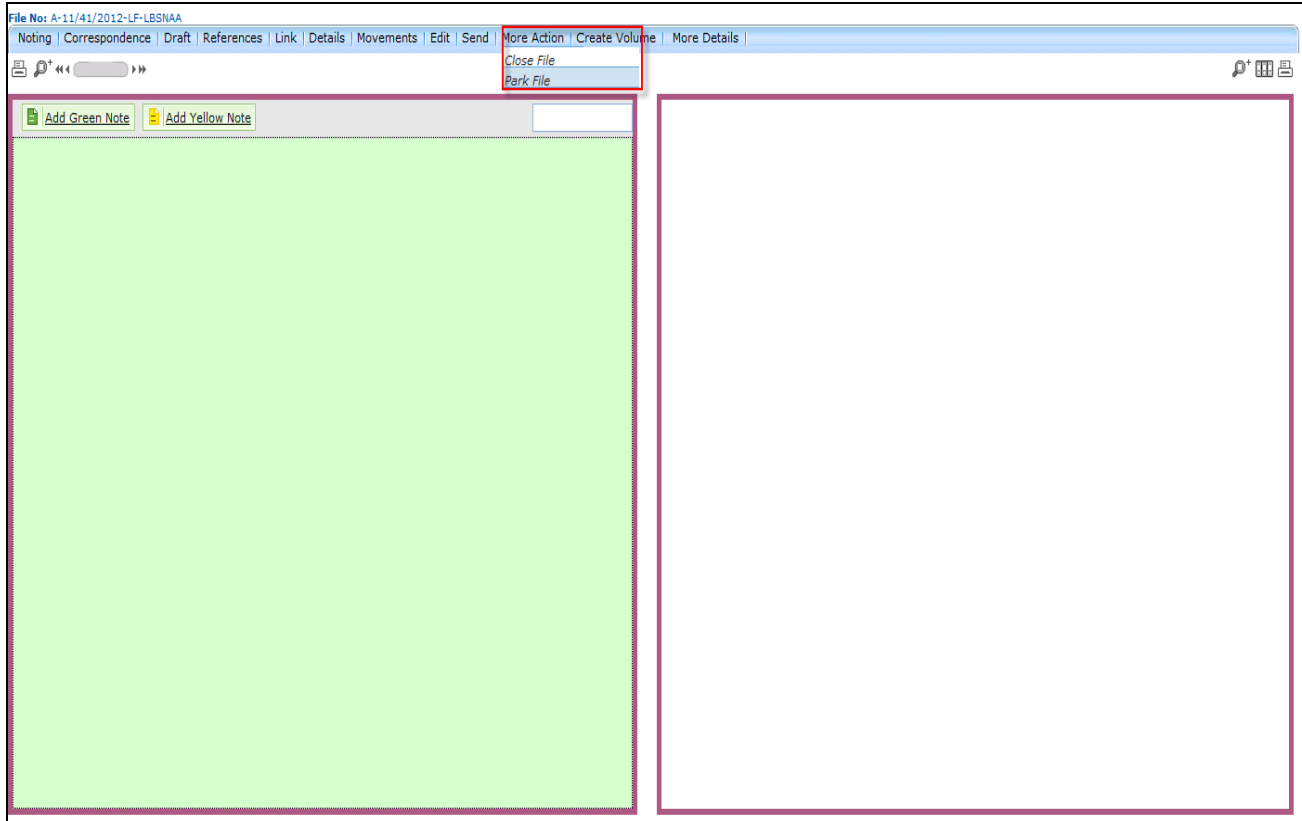



Fig.eFile. 29915

- As a result, Cover page of File will appear, enter the **Closing Remarks** as per requirement, and click the **Close** () button, as shown in Fig.eFile.316:

The screenshot displays the 'ADM' (Administrative) section of the eOffice system. At the top, it shows the file number '5-SS1 11-Pri 34-Ce 11-Hs 1' for the year '2011' and the category 'ADM'. Below this, the 'Subject' section is highlighted, containing a 'Description' field with the text 'Training Budget', a 'Main' category dropdown set to 'Training related matters', and a 'Sub' category dropdown set to 'Choose One'. The 'Other Details' section below includes a 'Classified' checkbox and a dropdown menu set to 'Choose One'. It also features 'Previous Reference' and 'Later Reference' text boxes, and a 'Closing Remarks' field with the text 'Work Done'. A 'Close' button with a right-pointing arrow is located at the bottom of the form, with a mouse cursor hovering over it.

Fig.eFile. 30016

As a result the working file will be sent to closed section of Files.

1) Create Volume:

Helps the user to create a new Volume of an existing file.

- To create a Volume user has to perform following steps:
-
- Click the **Create Volume** Link, as a result, the following page will appear, as shown in Fig.eFile.317:

भारत सरकार
GOVERNMENT OF INDIA

NIC

File Number:

Subject

Description:

Category: Main:
Sub:

Other Details

Classified:

Remarks:

Previous Reference: Later Reference:

Create Volume >

Fig.eFile. 30117

- Click the **Create Volume** () button (Fig.eFile.317) to create volume, as a result the Volume of the existing file gets generated as a new file. As a result following page appears, as shown in Fig.eFile.318:

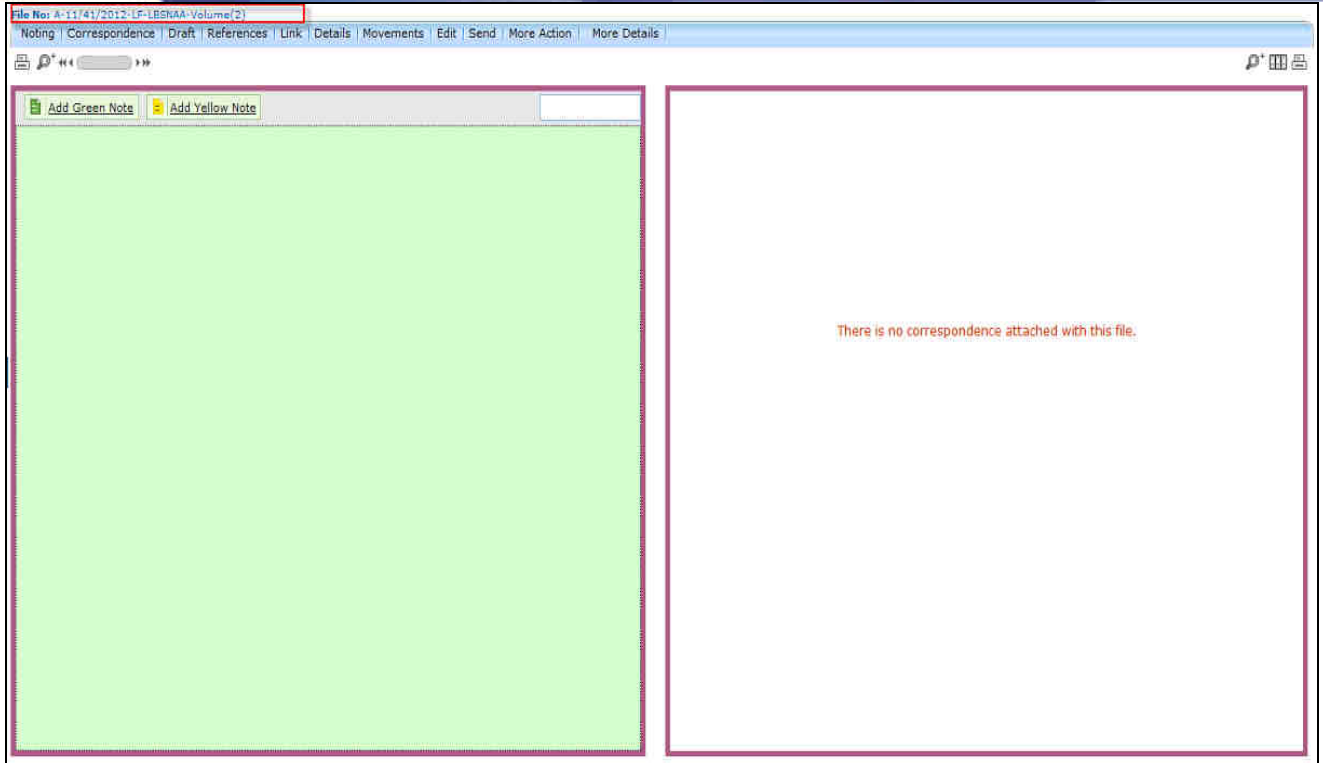


Fig.eFile. 30218

- **More Details:** Merged Files are shown in the More Details tab as shown in Fig.eFile.319:

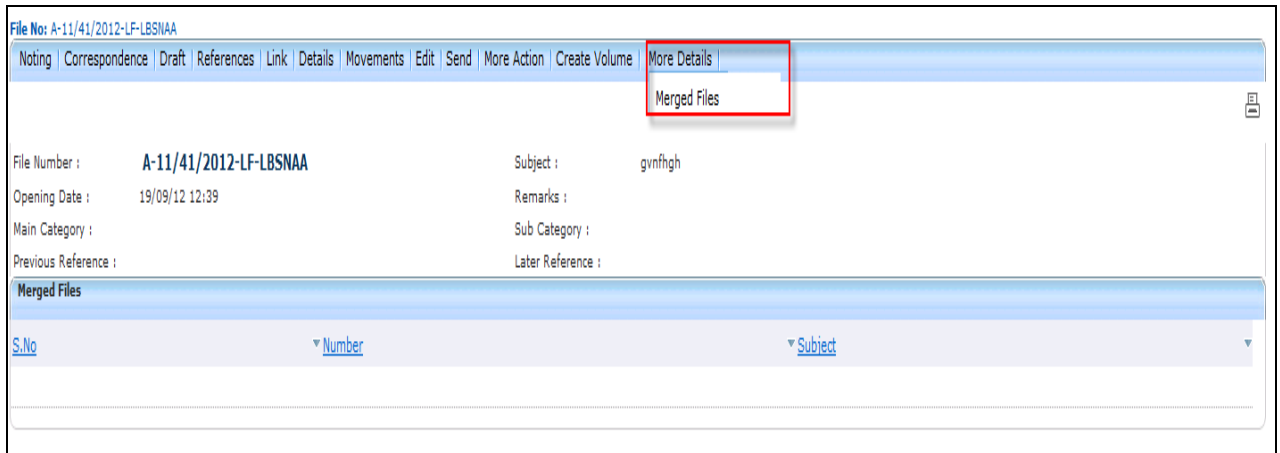


Fig.eFile. 3039

Note: You will learn the process of volume creation in detail in **Section 9**.

- ii) **Create New (SFS):** This option creates an Electronic file with SFS standard i.e. the user can enter File No. without any restriction or standards.

Click the Create New (SFS) option under Electronic File. As a result, File Cover Page screen appears as shown in Fig.eFile.320:


The screenshot shows a web form for creating a new file. At the top, it displays 'भारत सरकार GOVERNMENT OF INDIA' and 'NIC LF'. Below this is a 'File No.' field with a red asterisk indicating it is mandatory. A 'Subject' section contains a 'Description' field with a red asterisk and a scrollable text area, and a 'Category' section with 'Main' and 'Sub' dropdown menus, both showing 'Choose One'. An 'Other Details' section includes a 'Classified' checkbox with a 'Choose One' dropdown, a 'Remarks' field with a scrollable text area, and two 'Reference' fields labeled 'Previous Reference' and 'Later Reference'. A 'Continue Working' button with a right-pointing arrow is located at the bottom center of the form.

Fig.eFile. 30420

- Enter the necessary details on the File Cover Page. **File No.** and **Subject Description** are the Mandatory fields, as shown in Fig.eFile.321:

The screenshot shows a web-based form for creating an eFile. At the top, it displays the Government of India logo and the text 'भारत सरकार GOVERNMENT OF INDIA', 'NIC', and 'LF'. The 'File No.' field contains '11011/eFile/Nic-imp'. Below this is a 'Subject' section with a 'Description' dropdown menu set to 'eFile Implementation'. The 'Category' section has two dropdown menus: 'Main' and 'Sub', both set to 'Choose One'. The 'Other Details' section includes a 'Classified' dropdown menu set to 'Choose One', a 'Remarks' text area, and two empty text boxes for 'Previous Reference' and 'Later Reference'. A 'Continue Working' button with a right-pointing arrow is located at the bottom of the form.

Fig.eFile. 3051

- After filling the necessary details, click the **Continue Working** () button (Fig.eFile.321) to create a new Electronic file. As a result, file gets created, as shown in Fig.eFile.322:

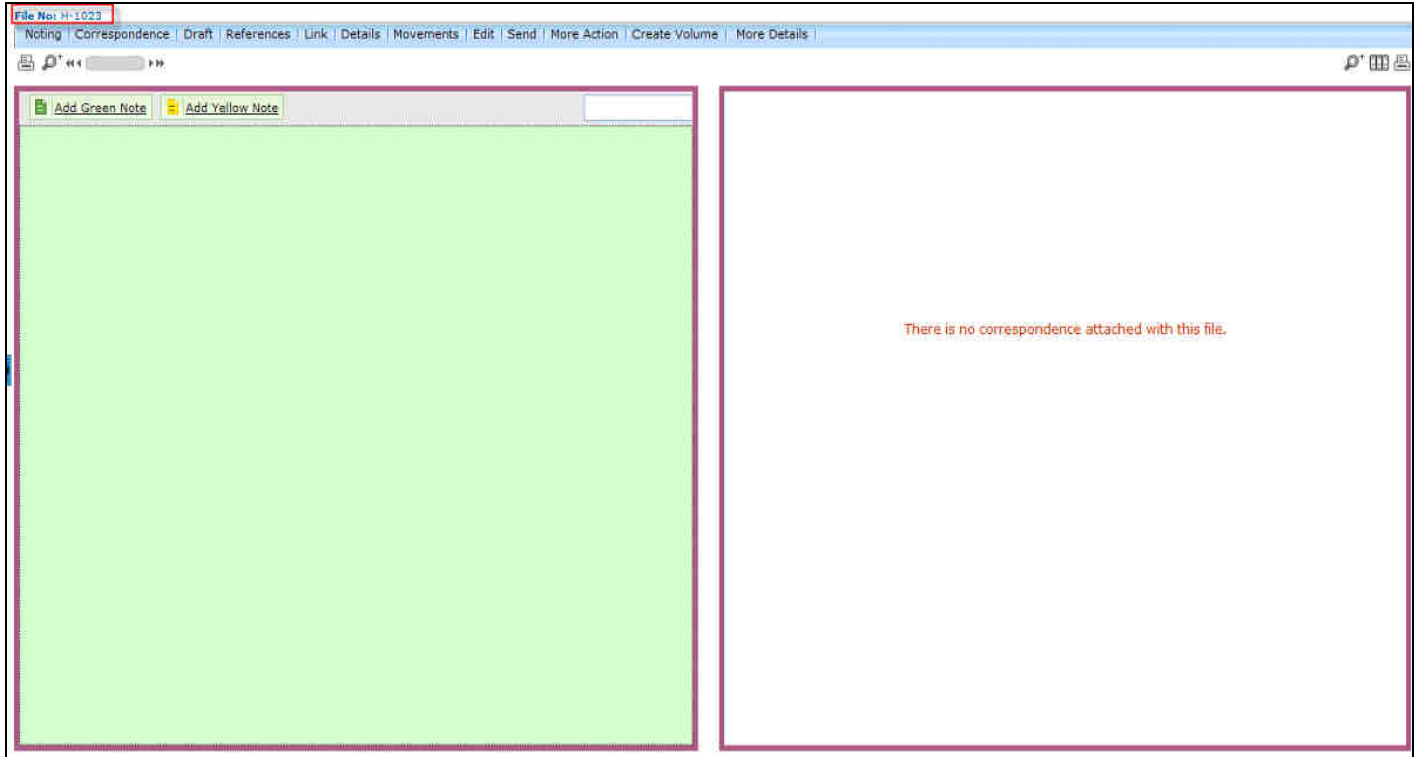


Fig.eFile. 30622

Note: User can perform same operations on a file as explained in **Create Non-SFS** file of the Electronic File Section.

Create Part:

The Create Part file option allows the user to create a part file against the file in submission i.e. not residing with the working user.

To create a part file the user has to perform the following steps:

- Click the **Create Part** under the File Section, as shown in Fig.eFile.323:



Fig.eFile. 30723

As a result the following page appears as shown in Fig.eFile.324:

The screenshot shows a web form for the Government of India's eFile system. At the top, it displays the text 'भारत सरकार' and 'GOVERNMENT OF INDIA'. Below this, the user is identified as 'NIC'. The form contains several input fields and sections:

- File Number:** A text input field with a 'Browse File' button next to it.
- Subject:** A section containing a 'Description*' text area and two 'Category' dropdown menus labeled 'Main' and 'Sub', both currently set to 'Choose One'.
- Other Details:** A section containing a 'Classified' dropdown menu (set to 'Choose One'), a 'Remarks' text area, and two text input fields for 'Previous Reference' and 'Later Reference'.
- Create Part:** A button with a right-pointing arrow at the bottom of the form.

Fig.eFile. 30824

- To create a File no., click the **Browse File** () Link, which shows all the files sent by you , as shown in Fig.eFile.325:

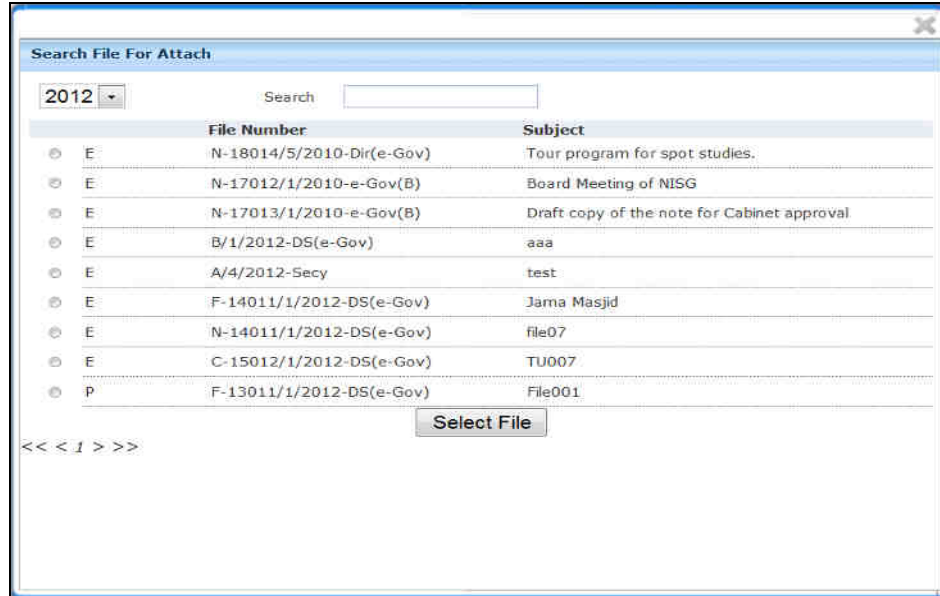


Fig.eFile. 30925

- Click on the radio button to select a particular file for which a part file has to be created and click on button Select File () as shown in Fig.326:

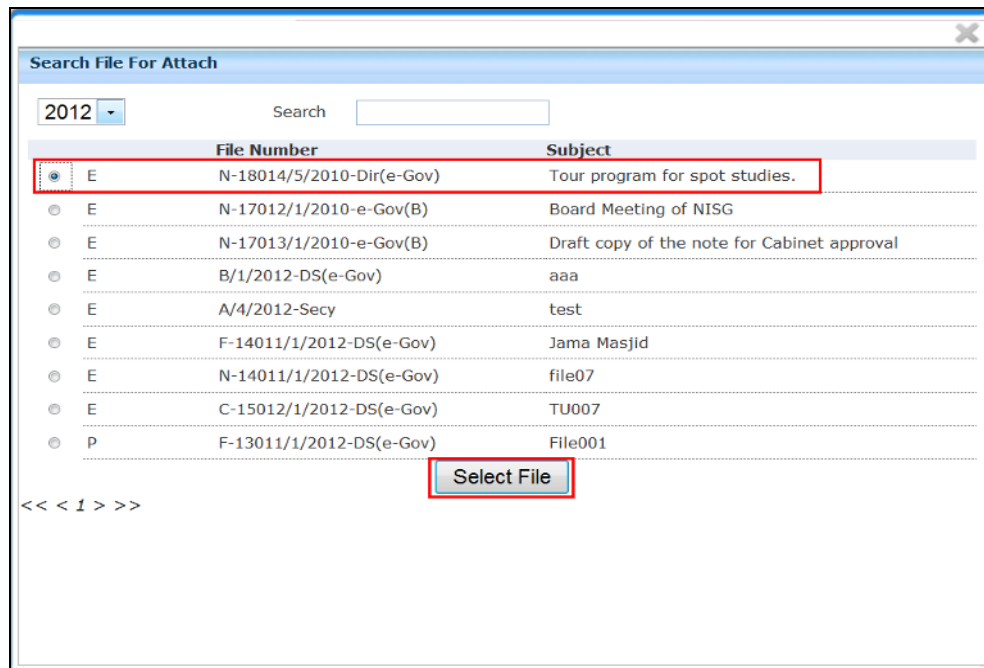


Fig.eFile. 31026

As a result the following page appears after selecting the file, as shown in Fig.eFile.327:

भारत सरकार
GOVERNMENT OF INDIA

NIC

File Number: N-18014/5/2010-Dir(e-Gov)

Subject

Description: Tour program for spot studies.

Category: Main: e-Gov, Sub: Studies

Other Details

Classified: Choose One

Remarks:

Previous Reference: , Later Reference:

Create Part

Fig.eFile. 31127

- Click on the **Create Part** ([Create Part](#)) Link to create a part file, as a result the part file has been created as shown in Fig.eFile.328:

File No: F/32/2012-LF-LBSNAA-Part(1)

Correspondence | Link | Movements | Details | Edit | Send | Dispatch | More Action | More Details | Merge

File Number : F/32/2012-LF-LBSNAA-Part(1) Subject : physical file

Opening Date : 19/09/12 01:57 Remarks : physical file

Main Category : Sub Category :

Previous Reference : Later Reference :

File Movement History

Sender	Sent on	Sent to	Action	Remarks

Fig.eFile. 31228

- As a result part file is created the part file can be created for both physical and electronic file.

Create Volume:

The Create Volume option allows the user to create a new volume of an existing file which is residing with him/her in the Draft or Inbox.

To create a Volume of a file the user has to perform the following steps:

- Click the **Create Volume** under the File Section, as shown in Fig.eFile.329:



Fig.eFile. 3139

As a result the following page appears as shown in Fig.eFile.330:

भारत सरकार
GOVERNMENT OF INDIA

NIC

File Number [Browse File](#)

Subject

Description

Category Main

Sub

Other Details

Classified

Remarks

Previous Reference

Later Reference

[Create Volume](#) >

Fig.eFile. 31430

- To create a File no. Click on the **Browse File** ([Browse File](#)) Link, which shows all the files residing in your inbox and drafts , as shown in Fig.eFile.331:

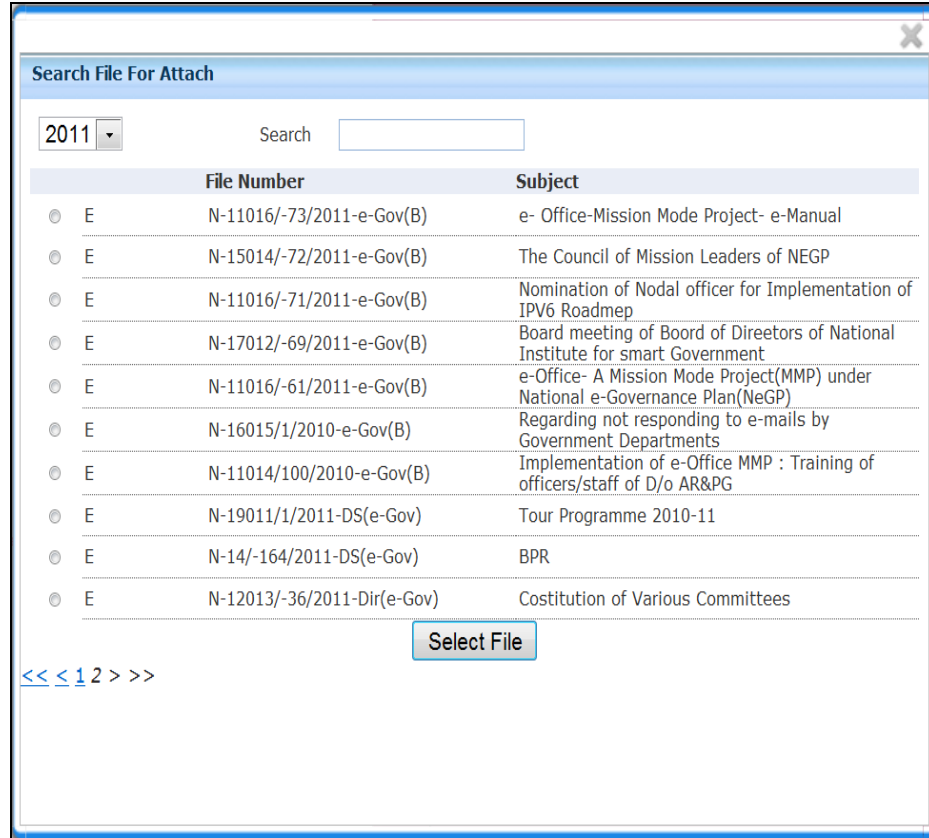


Fig.eFile. 31531

- Click on the radio button to select a particular file for which a new volume has to be created and click on button Select File () as shown in Fig.332:

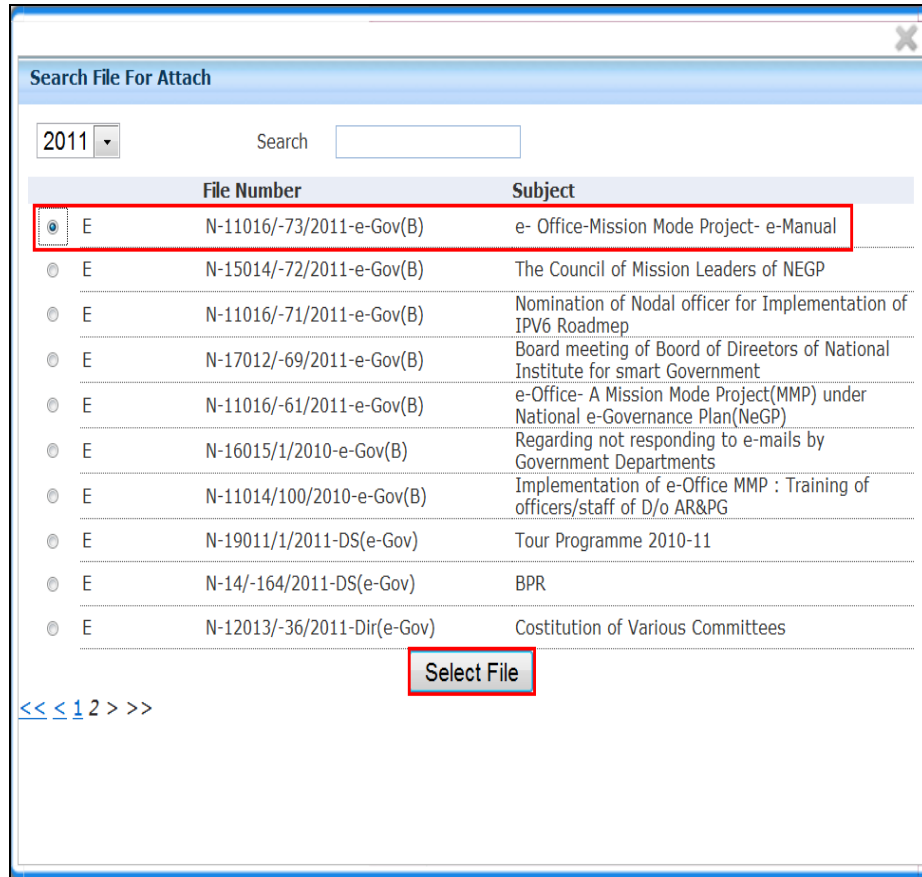


Fig.eFile. 3162

- Click on the **Create Volume** ([Create Volume >](#)) Link to create a Volume, as a result the new Volume of a file has been created as shown in Fig.eFile.333:

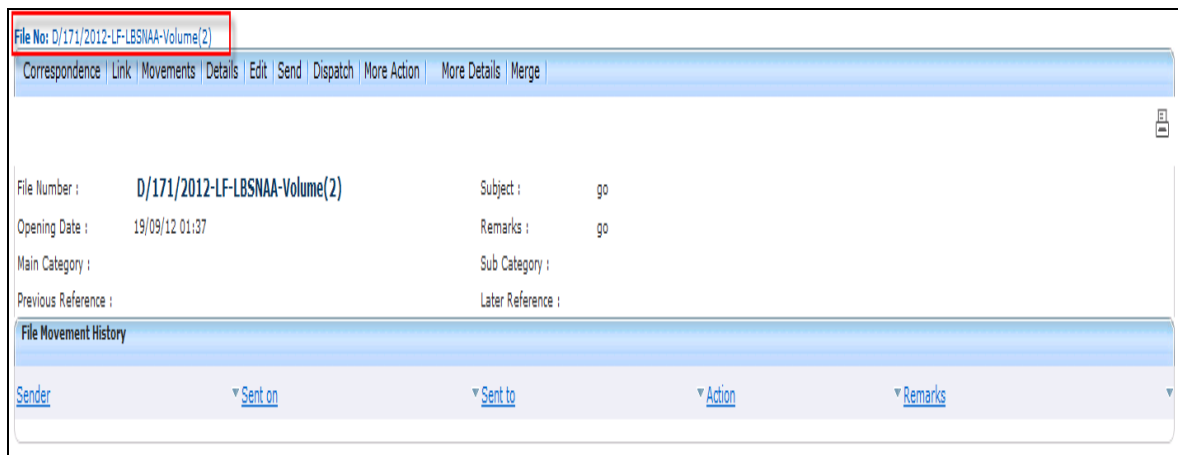


Fig.eFile. 31733

- As a result volume of a file is created (the volume of a file can be created for both physical and electronic file).

Recycle Bin:

Recycle Bin option contains list of all the Files which are deleted from the “Created” section of Files. There are 2 links provided under Recycle Bin Section of File:

- Delete** (✖): Permanently deletes the selected File.
- Restore** (📄): The File which are deleted from the Created section are restored back.

Migrate File

Create New

With the help of Migrate file user can migrate files to any folder.

- Migrate file is created as shown in the figure Fig.eFile.334:

Fig.eFile. 31834

- Fill all the mandatory fields on the current page of Create Migrate File as shown in the figure Fig.eFile.335:
To select a file click Browse and Import the selected file from the folder as shown in the figure Fig.eFile.335:

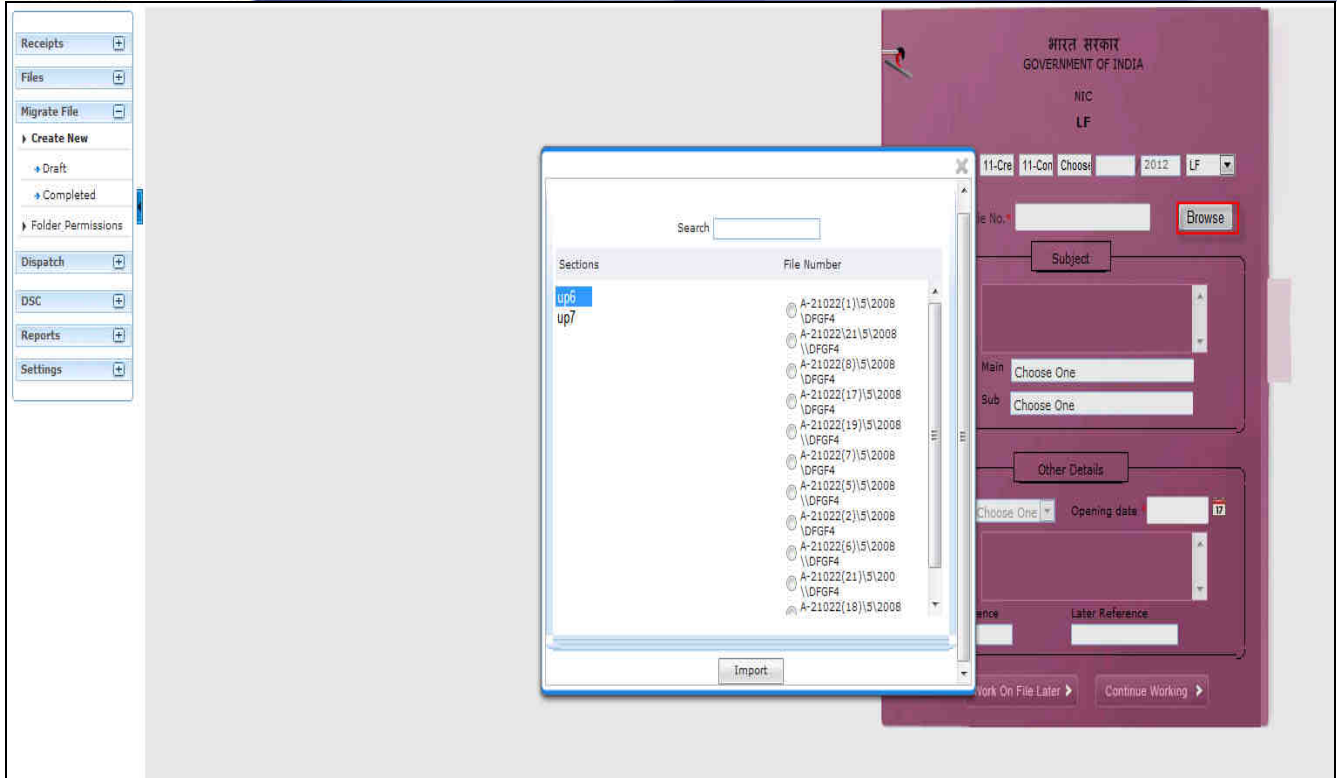


Fig.eFile. 31935

- Select a file, a window appears wherein user need to select the Source and destination files as shown in the Fig.eFile.336:

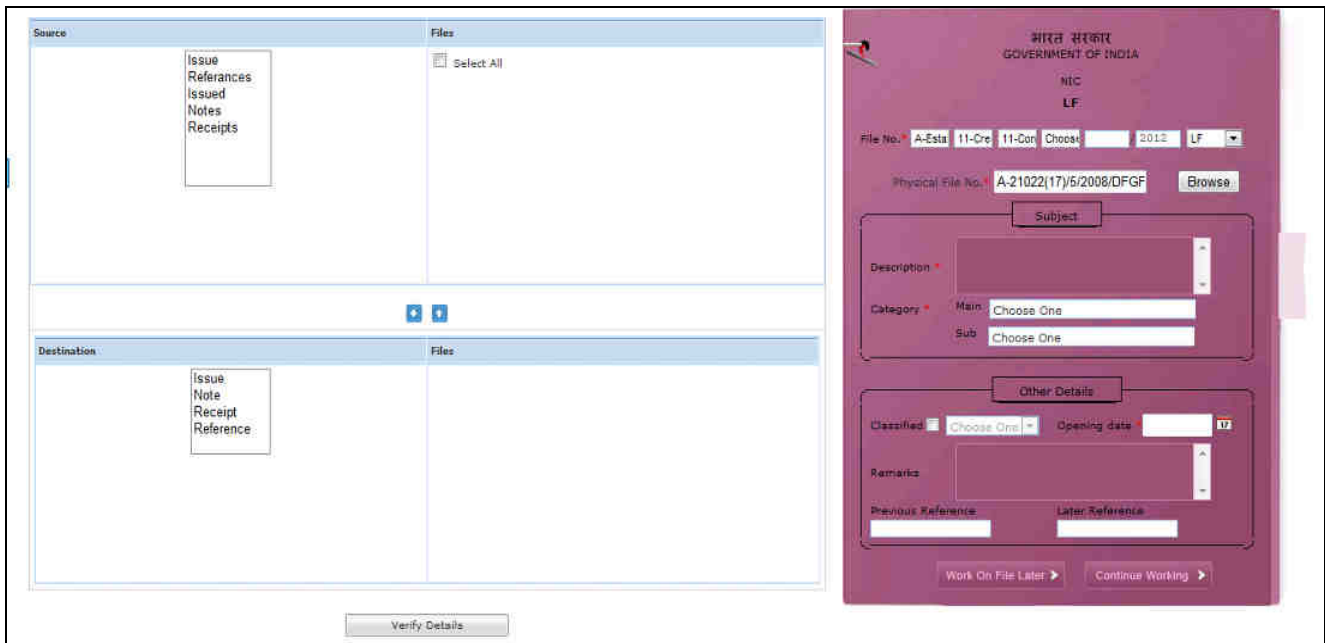


Fig.eFile. 32036

Now verify details as shown in the figure Fig.eFile.337:

The screenshot displays the eFile application interface. On the left, there are two panels: 'Source' and 'Destination'. The 'Source' panel shows a list of files with 'Issue' selected. The 'Destination' panel shows a list of files with 'Issue' selected. Below these panels is a 'Verify Details' button. On the right, there is a detailed form for file information. The form includes fields for 'File No.', 'Physical File No.', 'Subject', 'Description', 'Category', 'Other Details', 'Remarks', and 'Previous Reference'. The 'File No.' field is set to 'A-Esta 11-Cre 11-Con Choose 2012 LF'. The 'Physical File No.' field is set to 'A-21022(17)/5/2008/DFGF'. The 'Subject' field is set to 'hello'. The 'Description' field is set to 'Main Choose One'. The 'Category' field is set to 'Sub Choose One'. The 'Other Details' section includes 'Classified' (Choose One), 'Opening date' (18/09/2012), and 'Remarks' (dsfrdsd). The 'Previous Reference' and 'Later Reference' fields are empty. At the bottom of the form, there are two buttons: 'Work On File Later' and 'Continue Working'.

Fig.eFile. 32137

- Go to the button Continue Working (Continue Working >) to generate new file no as shown in the Fig.eFile.338:

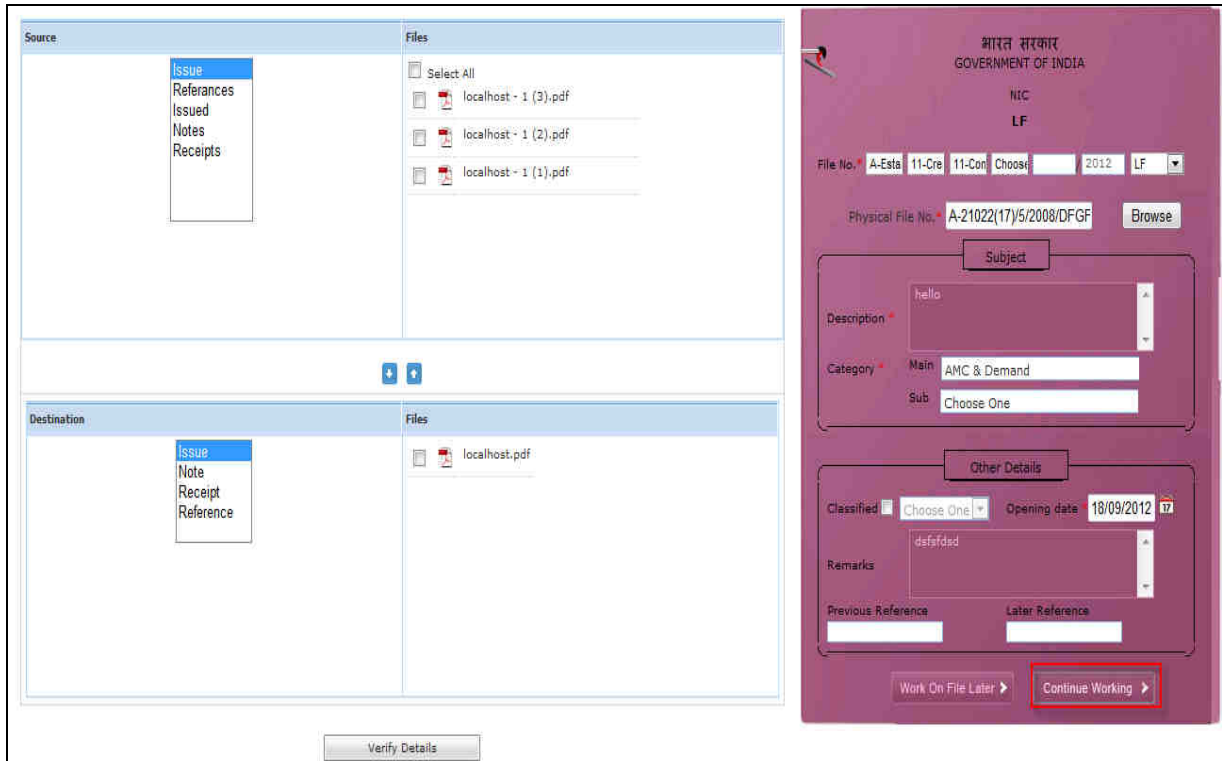


Fig.eFile. 32238

- New file number is generated along with Old file no as shown in the Fig.eFile.339:

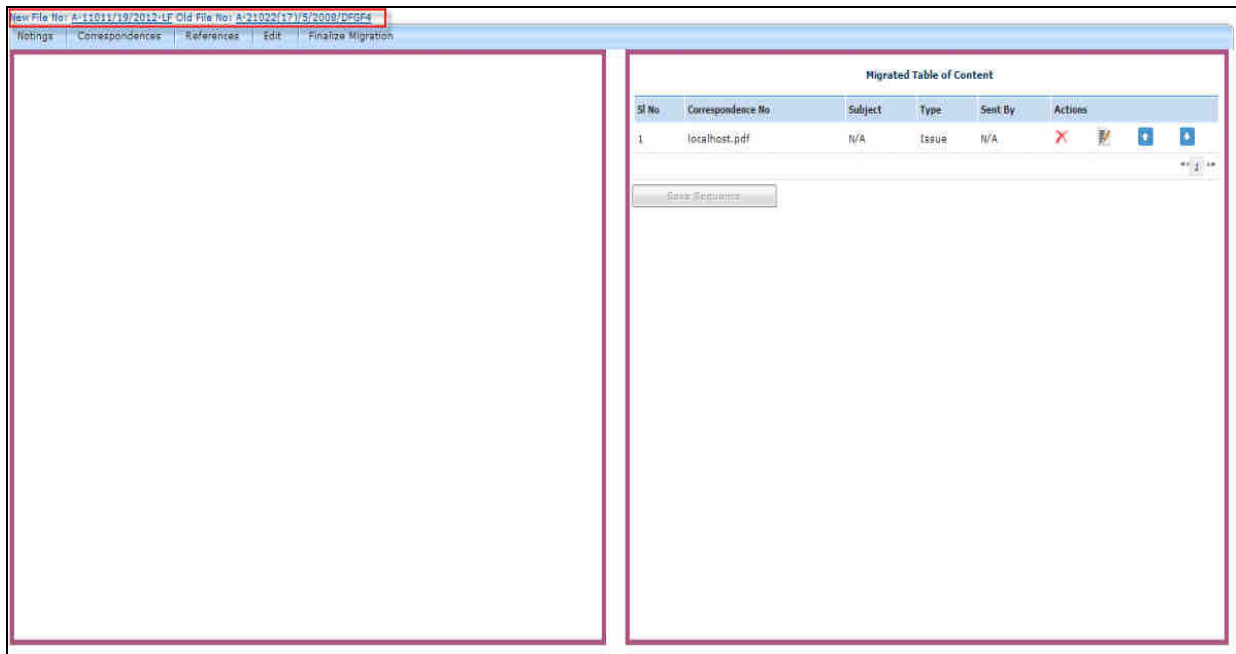


Fig.eFile. 3239

Create New of Migrate has 2 links to perform operation on it:

Draft:

Number is not generated as shown in the figure Fig.eFile.340:

The screenshot shows the eoffice interface. On the left sidebar, under the 'Create New' section, the 'Draft' link is highlighted with a red box. The main area displays a table with the following data:

Number	Subject	Subject Category	Created On	Remarks	Physical File Number
Number not generated	hgjugyj		2012-09-18 15:35:22.349		A-21022(8)/5/2008/DPGF4

At the bottom of the interface, there is a legend with four categories: Out Today (blue square), Most Immediate (red square), Immediate (green square), and Ordinary (orange square).

Fig.eFile. 324

Completed:

To generate a number click on  to generate number

We have 5 links under completed tab to perform operations.

- Migrated file page shows the table of contents as shown in the figure Fig.eFile.341:

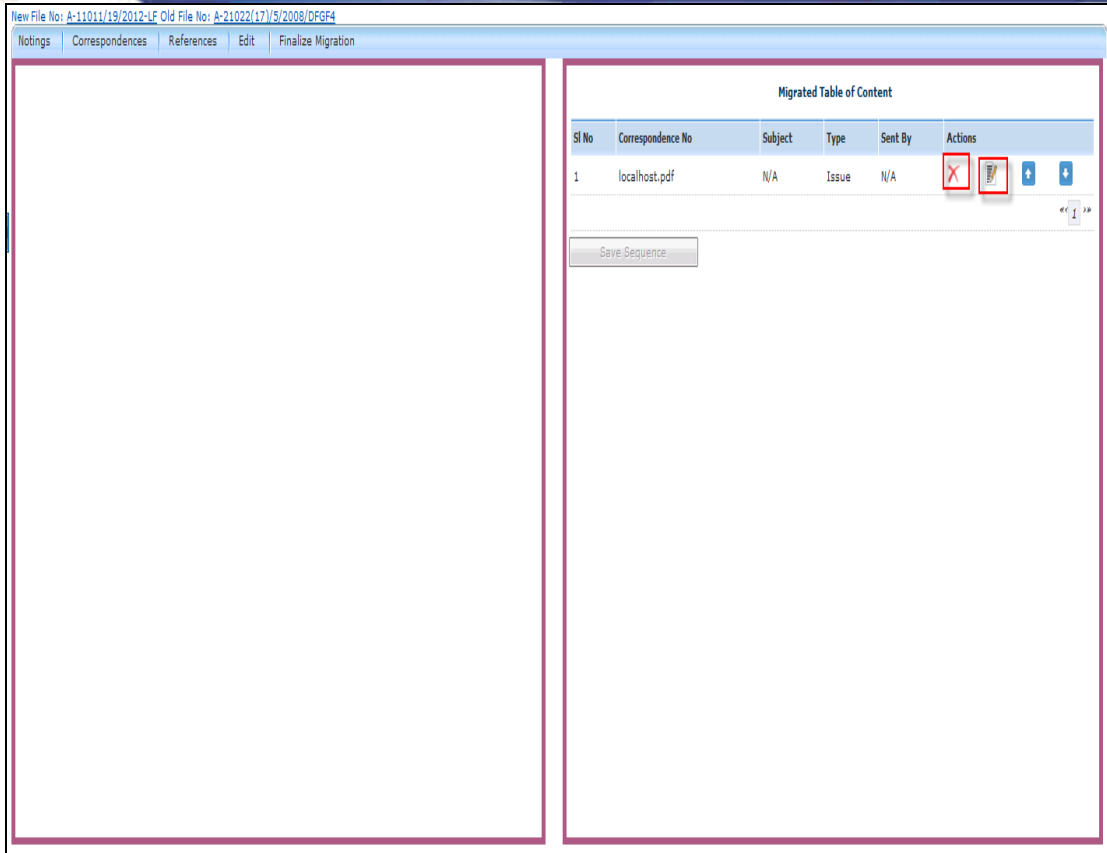


Fig.eFile. 32541

Notings: It is used to see the notings of the migrated file as shown in the figure Fig.eFile.342:

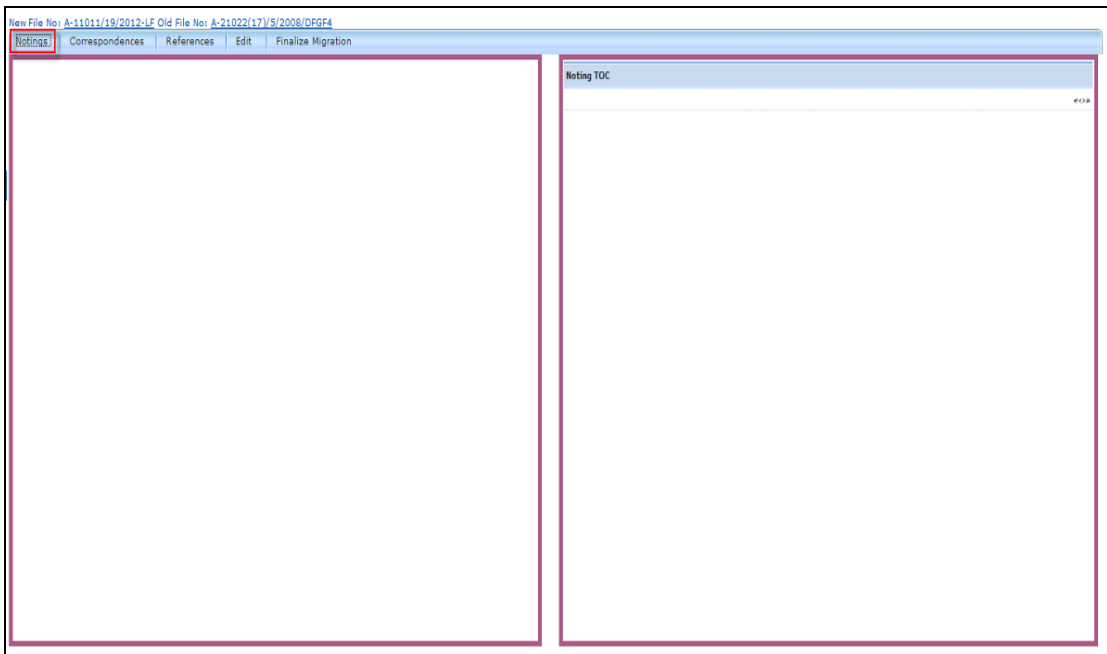


Fig.eFile. 32642

Note: Notings, Correspondence and References depend on the destination file which displays in the table of content.

Correspondence:

- Correspondence is as shown in the figure Fig.eFile.343:

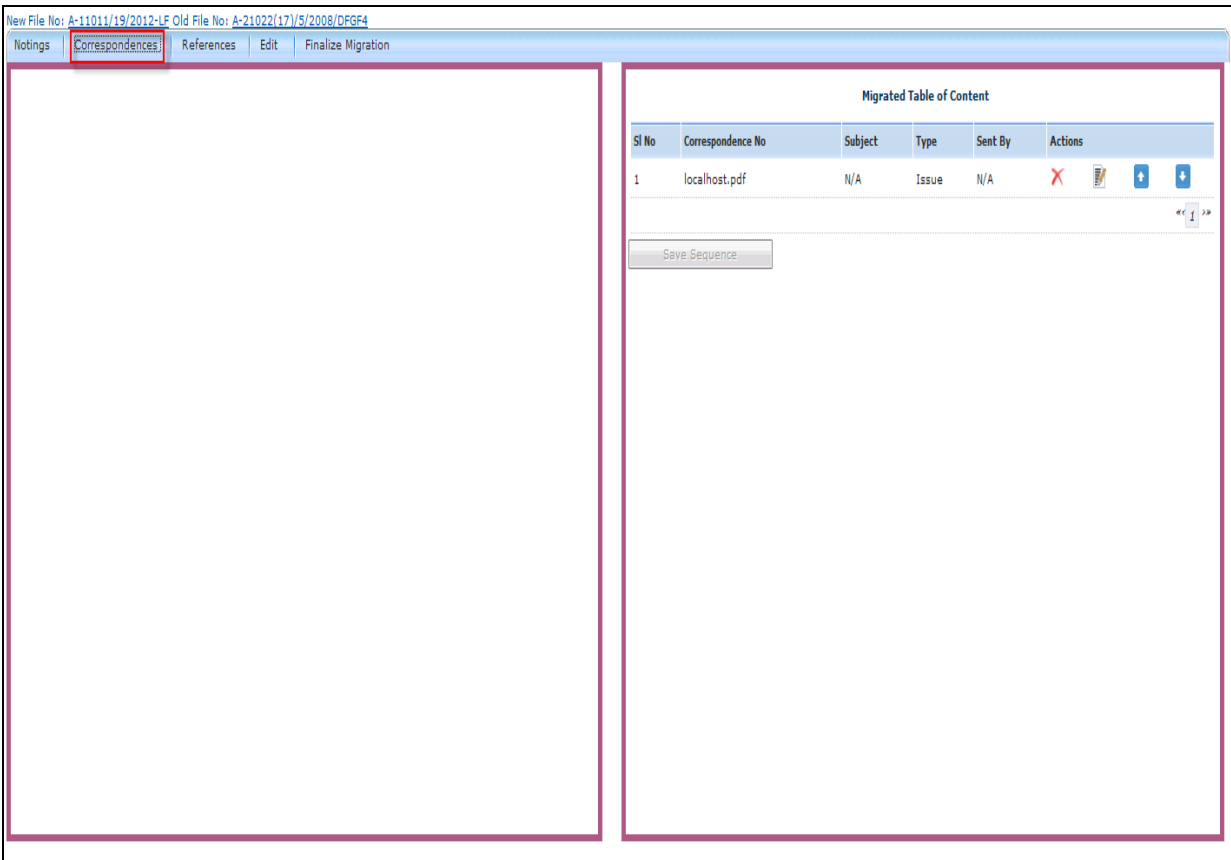


Fig.eFile. 32743

References:

References is shown in the figure Fig.eFile.344:

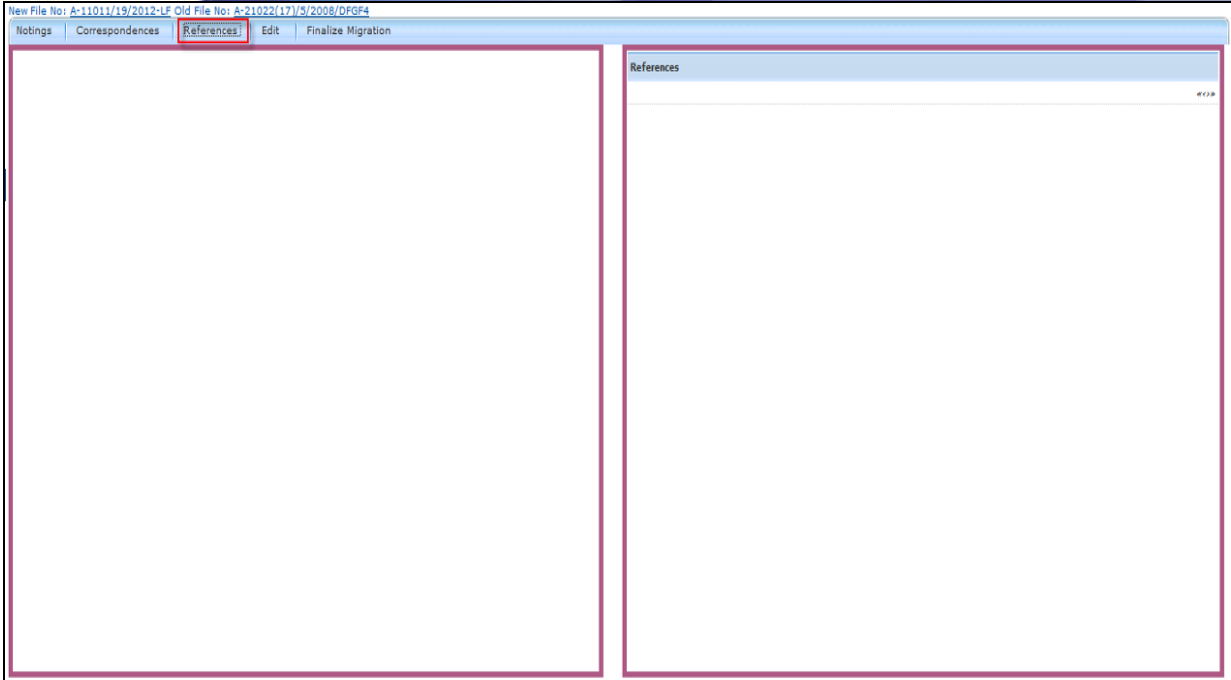


Fig.eFile. 32844

Edit:

- All the fields can be modified and saved as shown in the Fig.eFile.345 & Fig.eFile.346:

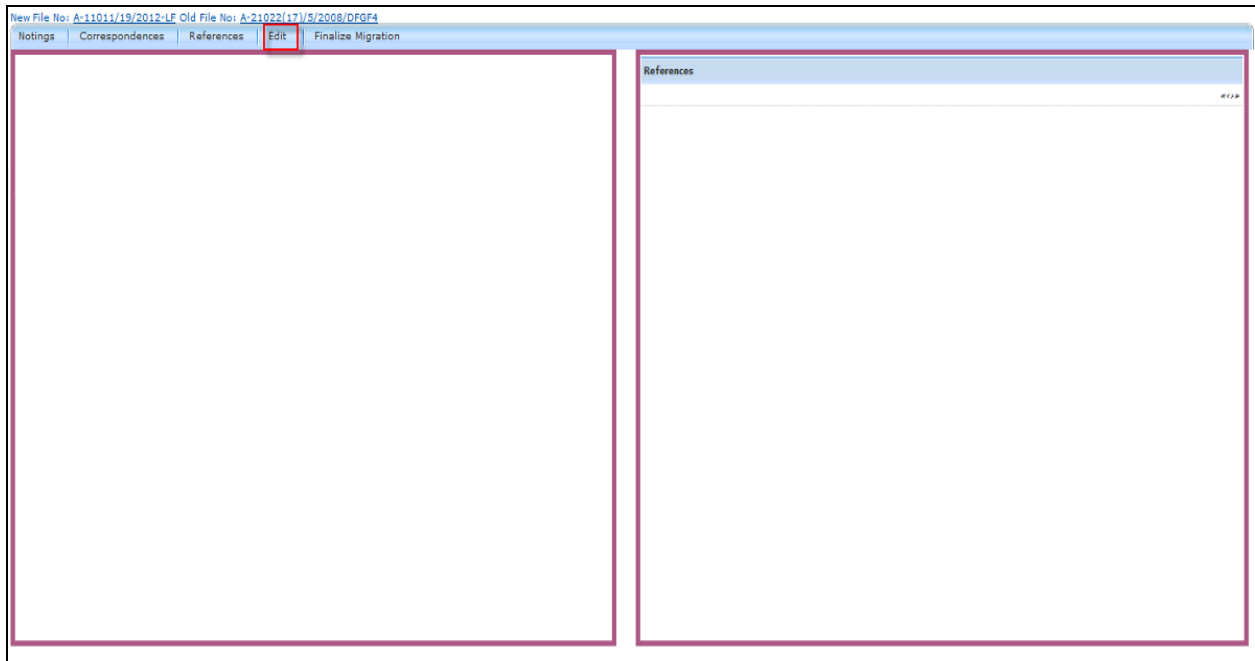


Fig.eFile. 329

The screenshot displays the eoffice interface for file migration. On the left, there are two panels: 'Source' and 'Destination'. The 'Source' panel lists 'Issue', 'References', 'Issued', 'Notes', and 'Receipts'. The 'Destination' panel lists 'Issue', 'Note', 'Receipt', and 'Reference'. Below these panels is a 'Verify Details' button. On the right, a detailed form is shown for the Government of India (भारत सरकार). The form includes fields for 'File No.' (A-Est, 11-Cst, 11-Cst, Choose, 19, 2012, LF), 'Physical File No.' (A 21022(17)5/2008/DFGF), 'Subject', 'Description', 'Category' (Main: AMC & Demand, Sub: Choose One), 'Other Details' (Classified: Choose One, Opening date: 10/09/2012), 'Remarks', 'Previous Reference', and 'Later Reference'. A 'Continue Working' button is at the bottom right.

Fig.eFile. 33046

Finalize Migration:

- It requires all the metadata should be completed before finalizing as shown in the figure Fig.eFile.347:

The screenshot shows the 'Finalize Migration' tab in the eoffice interface. The top navigation bar includes 'Notings', 'Correspondences', 'References', 'Edit', and 'Finalize Migration' (highlighted). The main content area is divided into several sections: 'Dispatch' (Postal Details: Postal Mode, Medium, Postal Charge, Weight; Out Register Details: Peon Book No., Peon Name, Peon Code, Out Date, Out Time, Delivery Status, Delivery Date, Delivery Time), 'Receipt Details' (Reply, New/Fresh), 'Subject*' (Maximum of 250 Characters), and 'Communication Details' (Ministry, Department, Name, Designation, Address 1, Address 2).

Fig.eFile. 331

- Fill all the required data to make it as DFA as shown in the Fig.eFile.348:

New File No: A-11011/19/2012-LF Old File No: A-21022(17)/5/2008/DFGF4

Notings Correspondences References Edit Finalize Migration

Delivery Date: [] [] []
Delivery Time: [] [] []

Receipt Details

Reply New/Fresh

Subject* (Maximum of 250 Characters) :hello

Communication Details

Ministry: Choose One
Department: Choose One
Name*: ededsa
Designation: []
Address 1*: eddsdas
Address 2: []
Email: []
Organization: Choose One
Country: Choose One
State: Choose One
Pincode: []
Telephone: []
Fax: []

Language of draft: English

Save

Fig.eFile. 33248

Now as a result a new DFA is created as shown in the figure Fig.eFile.349:

New File No: A-11011/19/2012-LF Old File No: A-21022(17)/5/2008/DFGF4

Notings Correspondences References Edit Finalize Migration

Migrated Table of Content

Sl No	Correspondence No	Subject	Type	Sent By	Actions
1	DFA/2114	hello	ISSUE	I/A	[X] [] [] [] []

Save Sequence

Fig.eFile. 3339

Folder Permission:

With the help of folder permissions user can provide an access to other user

To provide folder permission as shown in the figure Fig.eFile.350:

Permission for section to the user for migration

To

3 items selected	<u>Remove all</u>	<input type="text"/>	<u>Add all</u>
↕ up6	-	up1	+
↕ up7	-	up3	+
↕ up	-	up2	+

Fig.eFile. 33450

- Permission should be provided to section officer for migration as shown in the figure Fig.eFile.351:

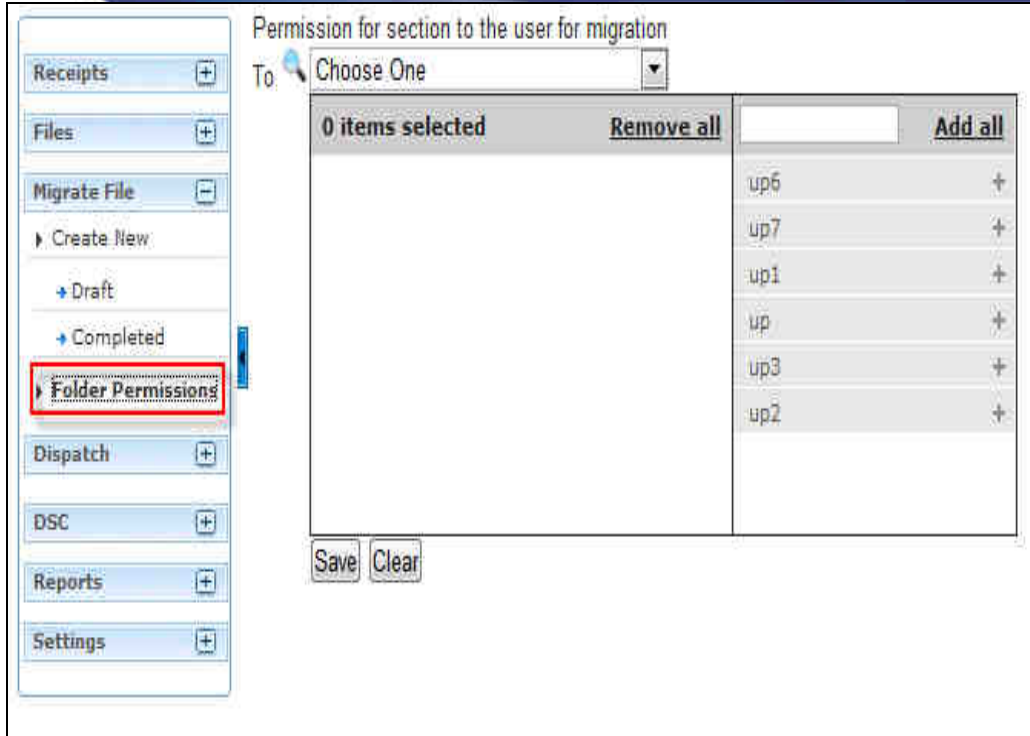


Fig.eFile. 33551

Dispatch

Dispatch section helps the user to view the issues that has been dispatched by them to the concerned recipient.

There are two links available under Dispatch Section which is mentioned below:

- 1) Sent
- 2) Returned

Let's have an introduction about these Links:

1. **Sent:** This module helps the CRU user to view the Sent Issues/Drafts.

If the status of the Issue or sent draft is:

Issued and Sent: Refers to when the DFA has been sent by the CRU section but not dispatched finally by the CRU section

Issued and Dispatched: Refers to when the DFA that has been sent to CRU section has been finally dispatched.

Issued and Returned: Refers to when the sent DFA has been returned back to the CRU section.

Final Dispatch can be done only after receiving the Draft/Letter.

There is 1 link provided under sent of Dispatch:

- a) **Print Envelope:** Helps the user to Print the envelope required for final Physical dispatch.

b) **Returned:** Contains the list of correspondence(s)/issues that are returned by the CRU/CRU section.

There are 2 links provided under Returned section of Dispatch:

- a) Receive
- b) Resend

Let's have an introduction about this Link:

- a) **Receive:** Helps the user to receive the returned Issue/Correspondence only after which user can edit the received Document.
- b) **Resend:** Helps the user to resend the returned Issue/Correspondence after required changes (if required) to the CRU/CRU Section.

Quick Actions: - There is one useful link given under Dispatch as:

- ❖ **Action Detail** (🔍) – It facilitates the user to view the actions done at that moment on the Letter/Correspondence received.

- Select the Sent Issue needs to be printed/dispatched physically.

Click the '**Print Envelope**' link, as shown in Fig.eFile.352:

Dispatch Number	Subject	Address	Sent By	Sent On
1/650/2012	G G Sharma	SECRETARY, ANUSHAKTI...	CRU	15/6/12 4:55 PM
E 1/633/2012	111111	SECRETARY, NIRMAN BH...	CRU	8/6/12 4:11 PM
E 1/617/2012	rrr	rrr edddddddddddddd,...	CRU	8/6/12 10:29 AM
E 1/555/2012	Bill Payment	Banwari Lal, Delhi	CRU	25/5/12 3:36 PM
P 1/476/2012	(CC)-movies	asd, asd.asd	CRU	11/5/12 4:48 PM
E 1/475/2012	Elec Nano 2	Elec Nano 2, asd	CRU	11/5/12 3:08 PM
P 1/417/2012	88	SECRETARY, SARDAR PA...	CRU	11/5/12 12:23 PM
P 1/415/2012	Prithviraj Chauhan	SECRETARY, KRISHI BH...	CRU	7/5/12 4:06 PM
P 1/352/2012	sdsd	sd, sd	CRU	27/4/12 2:46 PM
E 1/328/2012	Histry of Delhi	A.P J Kalam, Delhi	CRU	23/4/12 11:33 AM
P 1/281/2012	The nearby Iron Pill...	Mohan, GGN	CRU	27/3/12 3:20 PM

Fig.eFile. 33652

As a result new window appears asking for Print Size, as shown in Fig.eFile.353:

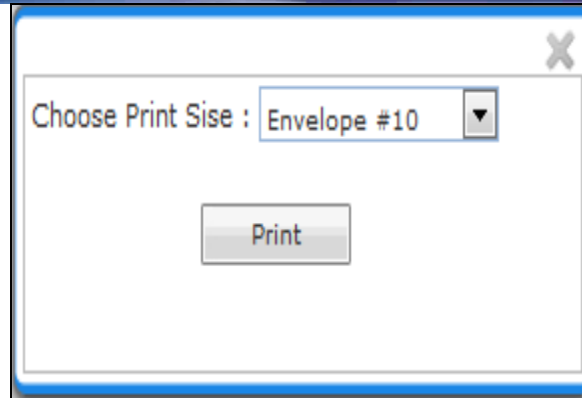



Fig.eFile. 33753

- Select the Print Size and click the 'Print' () button (Fig.eFile.353), as a result the issue gets printed.

Return Link in Quick Actions gets active only when the CRU user receives the Letter.

DSC (Digital Signature Certificate)

It is a Digital Signature Certificate used for e-office that has the same legal recognition and validity as handwritten signatures which implies a process of demonstrating the authenticity of a digital message or document.

There is one link available under DSC section which is mentioned below:

- 1) DSC Registration

Let's have an introduction about this Link:

DSC Registration:

DSC Registration implies Digital Signature Certificate Registration. eOffice users obtain a Signing Certificate to go through DSC registration. DSC registration option facilitates the eOffice users for registration using an e-token issued to them by certificate issuing authorities like Tata Consultancy Services (TCS), National Informatics Centre (NIC), IDRBT Certifying Authority, SafeScript CA Services, Sify Communications, (n) Code

eOffice USER ID and DSC LOGIN ID are different. Both are required to authenticate the LOG IN process, if the eOffice user has registered for DSC.

DSC registration can be done either using a DSC card or e-token. User can visit the website <http://nicca.nic.in>, for basic information of how to obtain the DSC certificate or e-token, how to obtain the software for DSC certificate or e-token, how to install them, and finally how to initialize the DSC certificate or e-token.

User has to properly installed drivers for the DSC Smart card and USB Token in the system before

using the DSC authentication or e-token authentication.

Fee structure for the different certificates and the hardware devices involved can be easily obtained by accessing, <http://nicca.nic.in>. Under this site, user can easily obtain the detailed information regarding the Certificate's Fee Structures, under the Support Link.

Token involves only a single pen drive device.

After the user has properly enrolled for the DSC certificate or e-token, user has two level of authentication for accessing the eOffice application. User has to perform series of steps to log into the eOffice application, using e-Token or DSC card.

For e-Token Enrollment:

- Type the URL of the eOffice application in the address bar of the web browser.
- Press **Enter** from the keyboard.

A window appears, displaying the login page for eOffice, as shown in Fig.eFile.354:

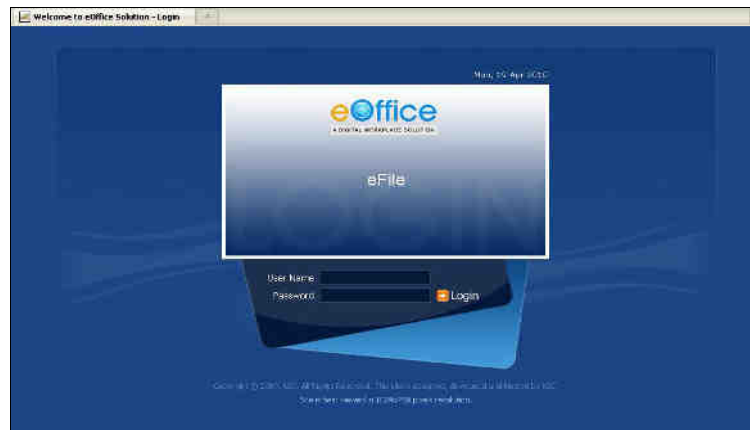


Fig.eFile. 33854

- Type the User id in the User Name text box.
- Type the password in the Password text box.
- Click the **Login** button, as shown in Fig.eFile.355:



Fig.eFile. 33955

As a result, the user gets successfully log into the eOffice application, as shown in Fig.eFile.356:



Fig.eFile. 34056

Plug-In the e-token in your machine/system.

- Click the **DSC Registration** link under the DSC section (Fig.eFile.356). As a result, the DSC Enrollment Screen appears, as shown in Fig.eFile.357:

Sl.No.	Certificate	Type	Validity	Enroll Date	User Name
No record found.					

Fig.eFile. 341

- Click the **Signing Certificate** link in the DSC Enrollment Screen (Fig.eFile.357) As a result, the DSC Enrollment screen appears, a shown in Fig.eFile.358:

The screenshot shows the 'DSC Enrollment' screen in the eoffice application. The main content area displays the following information:

Please insert your e-Token to read your Digital Certificate Information

Digital Certificate : Signing

Refresh Help Back

Certificate	Issued By	Type	Expiry Date
Sanjay Singh - 17530026	NIC Certifying Authorit...	Signing	02-23-2012 13:12:13

OK

Fig.eFile. 34258

- Select the certificate for enrollment and click the **OK** button, as shown in Fig.eFile.359:

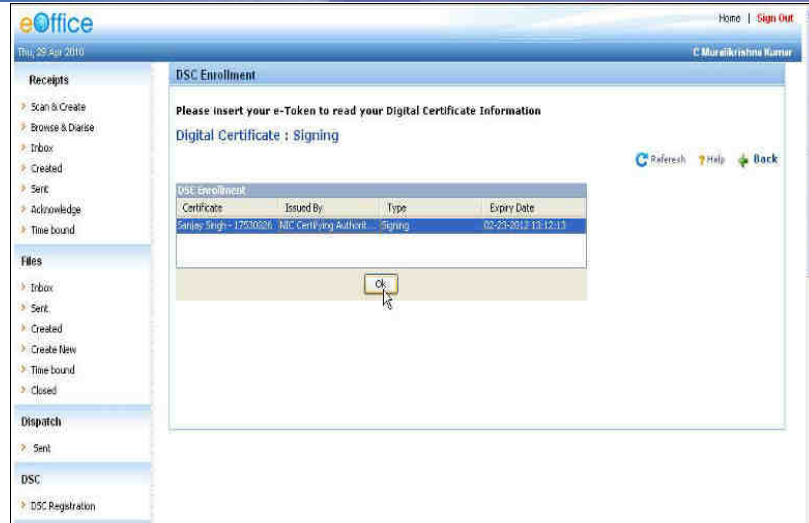


Fig.eFile. 3439

The Message box appears, displaying the message for successful enrollment of the eOffice user, as shown in Fig.eFile.360:



Fig.eFile. 34460

- Click the **OK** button to complete the process of DSC enrollment, as shown in Fig.eFile.361:

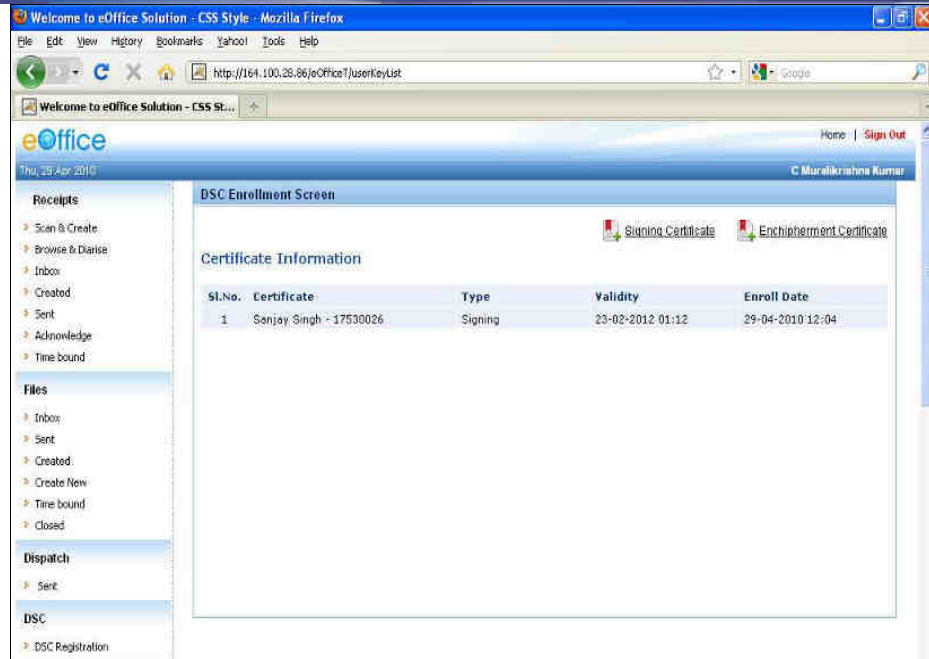


Fig.eFile. 34561

For e-Token Authentication:

- Plug in the e-token device in your system.
- Type the URL of the eOffice application in the address bar of the web browser.
- Press Enter from the keyboard.

A window appears, displaying the login page for eOffice, as shown in Fig.eFile.362:

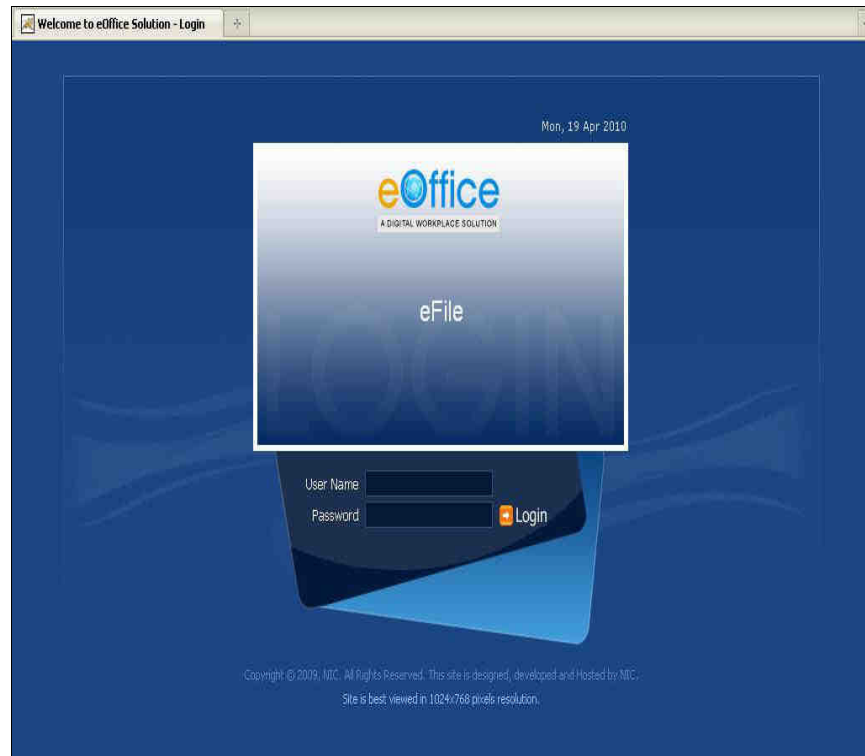


Fig.eFile. 34662

- Type the User id in the User Name text box.
- Type the password in the Password text box.
- Click the **Login** button, as shown in Fig.eFile.363:



Fig.eFile. 34763

As a result, the Log On dialog box appears, prompting for password above the DSC Authentication screen, as shown in Fig.eFile.364:

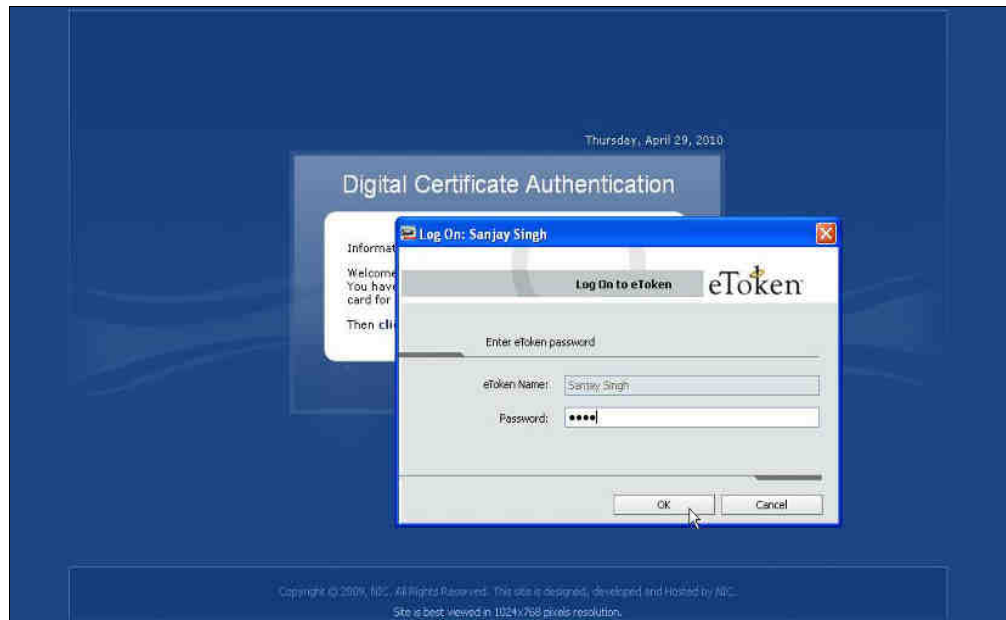


Fig.eFile. 34864

- Type the password in the Password field in the Log On screen. (Fig.eFile.364)

User can enter the wrong password only 10 times. Thereafter if the wrong password is entered, the user gets blocked.

- Click the **OK** button (Fig.eFile.364). As a result, the user gets log into the eOffice application, as shown in Fig.eFile.365:

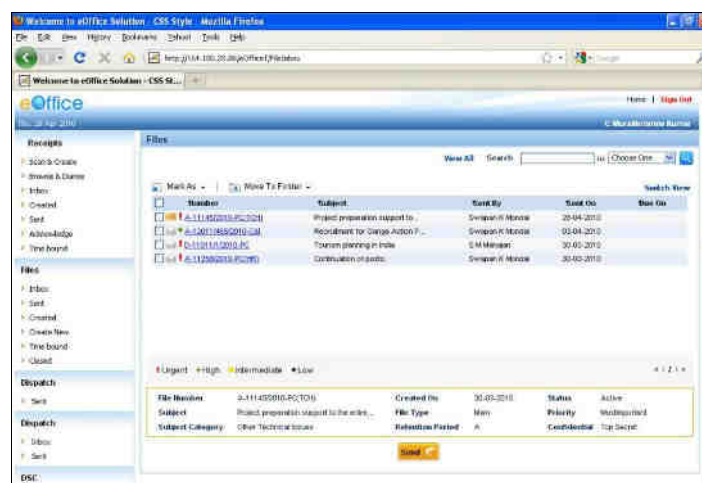


Fig.eFile. 34965

For DSC Card Enrollment:

- Type the URL of the eOffice application in the address bar of the web browser.
- Press Enter from the keyboard.

A window appears, displaying the login page for eOffice, as shown in Fig.eFile.366:

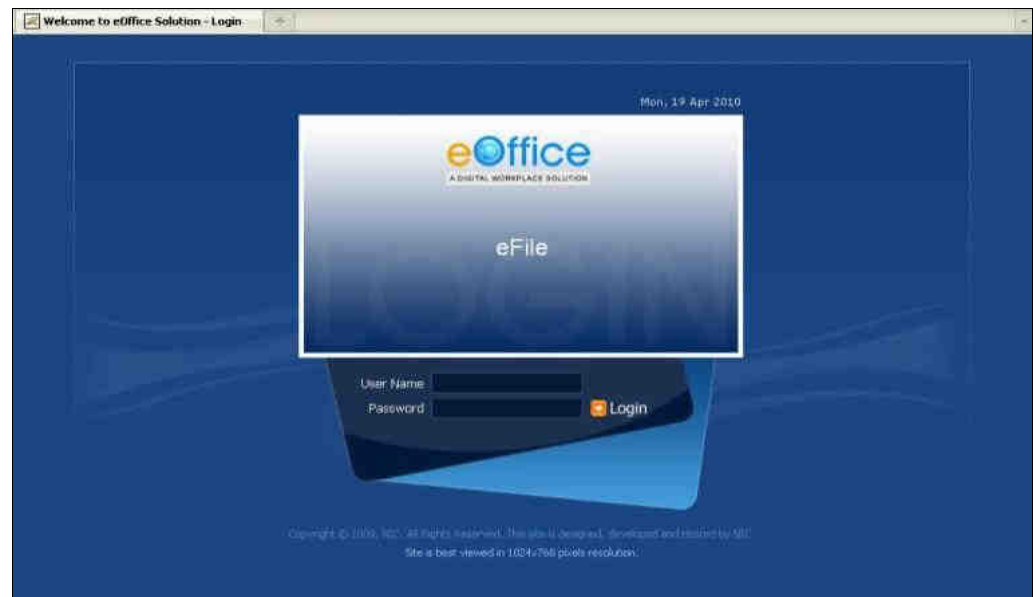


Fig.eFile. 35066

- Type the User id in the User Name text box.
- Type the password in the Password text box.
- Click the **Login** button, as shown in Fig.eFile.367:



Fig.eFile. 35167

- Plug-In the e-token in your machine/system.

As a result, the user gets successfully log into the eOffice application, as shown in Fig.eFile.368:

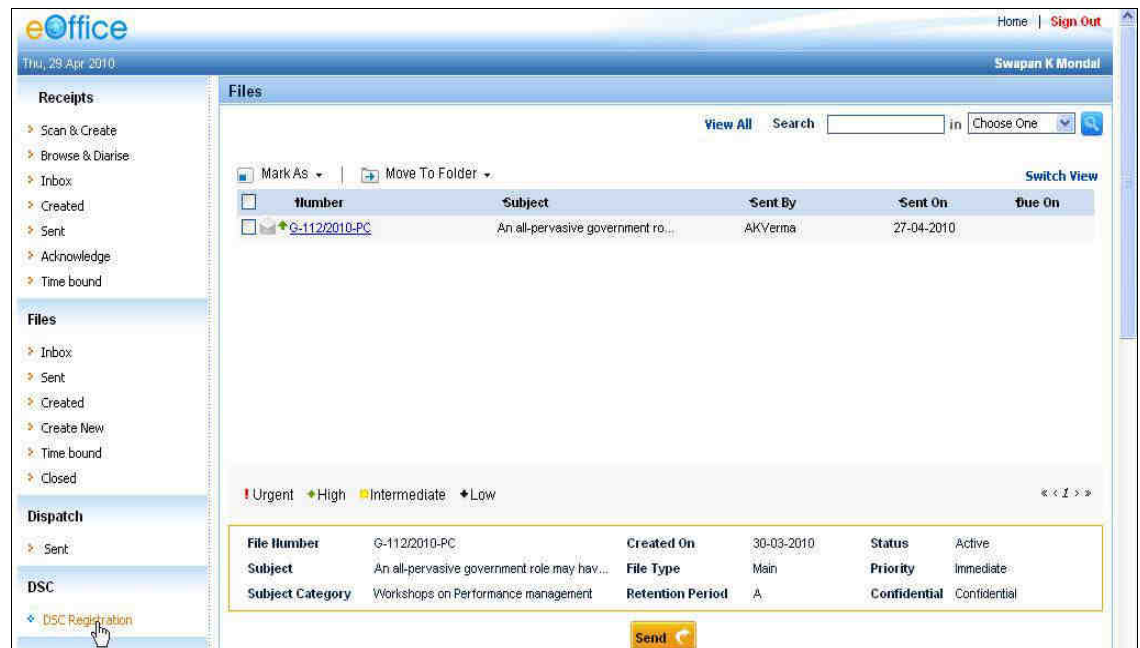


Fig.eFile. 352

- Click the DSC Registration link under the DSC section (Fig.eFile.368). As a result, the DSC Enrollment Screen appears, as shown in Fig.eFile.369:

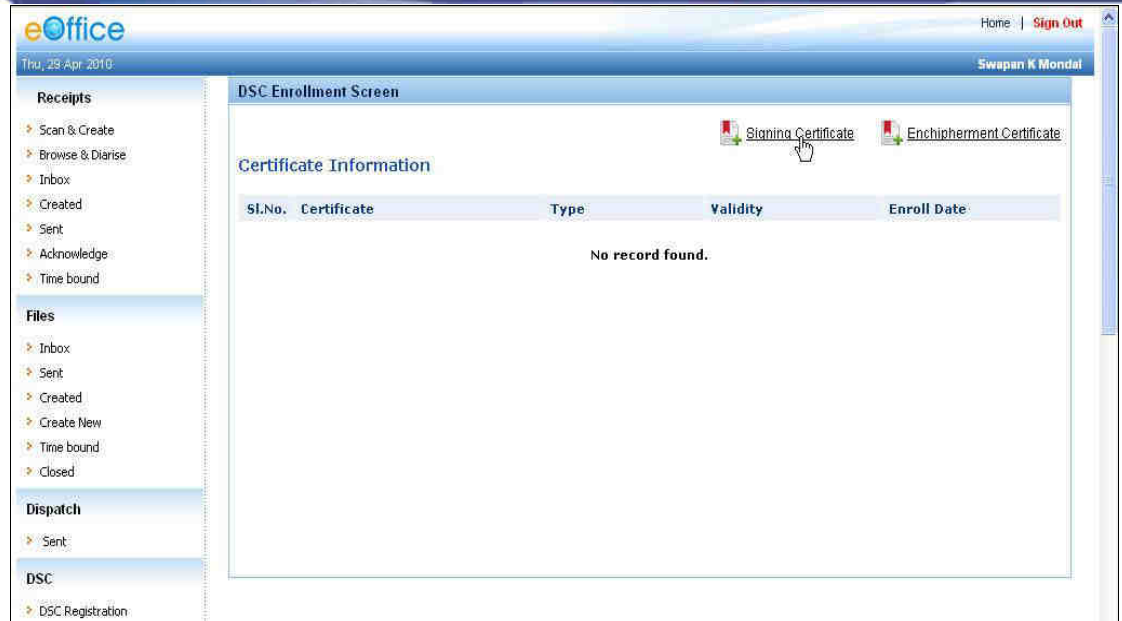


Fig.eFile. 3539

- Click the Signing Certificate link in the DSC Enrollment Screen (Fig.eFile.369). As a result, Enter Pin dialog box appears, as shown in Fig.eFile.370:



Fig.eFile. 35470

- Enter the pin in the Enter Pin text box in the Enter PIN dialog box (Fig.eFile.370).
- Click the **OK** button. The DSC Enrollment screen appears, as shown in Fig.eFile.371:

Thu, 29 Apr 2010

Home | Sign Out

Swapan K Mondal

Receipts

- Scan & Create
- Browse & Disrise
- Inbox
- Created
- Sent
- Acknowledge
- Time bound

Files

- Inbox
- Sent
- Created
- Create New
- Time bound
- Closed

Dispatch

- Sent

DSC

- DSC Registration

DSC Enrollment

Please insert your e-Token to read your Digital Certificate Information

Digital Certificate : Signing

Refresh Help Back

Certificate	Issued By	Type	Expiry Date
Suchitra Pyarela's NIC ...	NIC Certifying Authorit...	Signing	10-12-2011 14:46:47

Ok

Fig.eFile. 35571

- Select the certificate for enrollment and click the **OK** button, as shown in Fig.eFile.372:

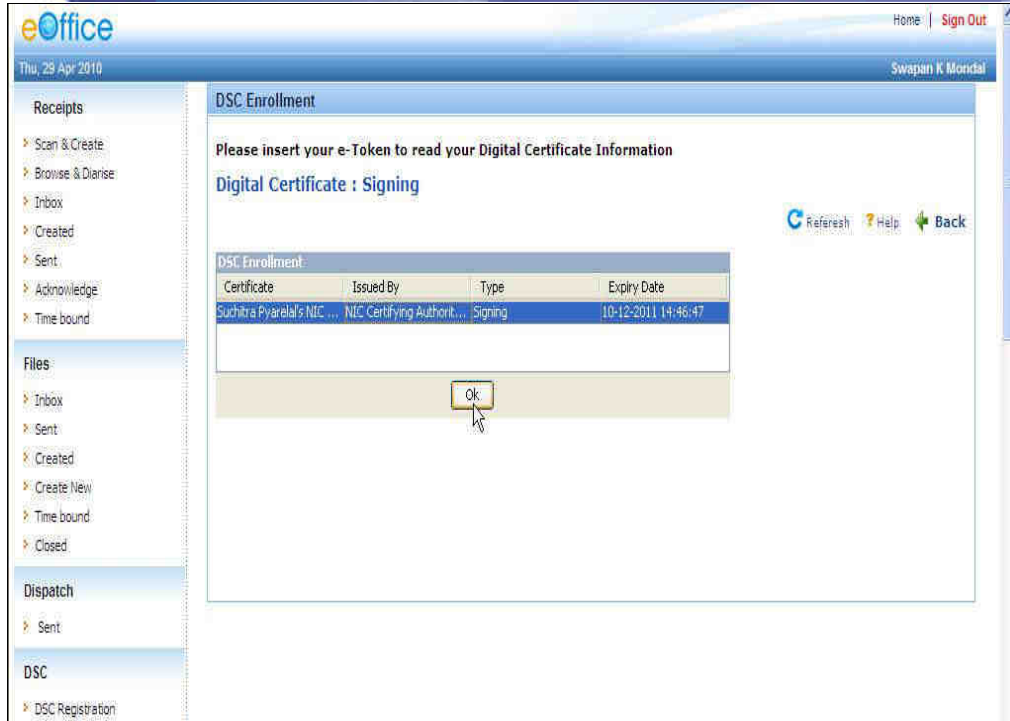


Fig.eFile. 35672

The message box appears, displaying the message for successful enrollment of the eOffice user, as shown in Fig.eFile.373:



Fig.eFile. 35773

- Click the **OK** button to complete the process of DSC enrollment, as shown in Fig.eFile.374
:



Fig.eFile. 35874

For DSC Card Authentication:

- Plug in the DSC card in your system.
- Type the URL of the eOffice application in the address bar of the web browser.
- Press Enter from the keyboard.

A window appears, displaying the login page for eOffice, as shown in Fig.eFile.375:

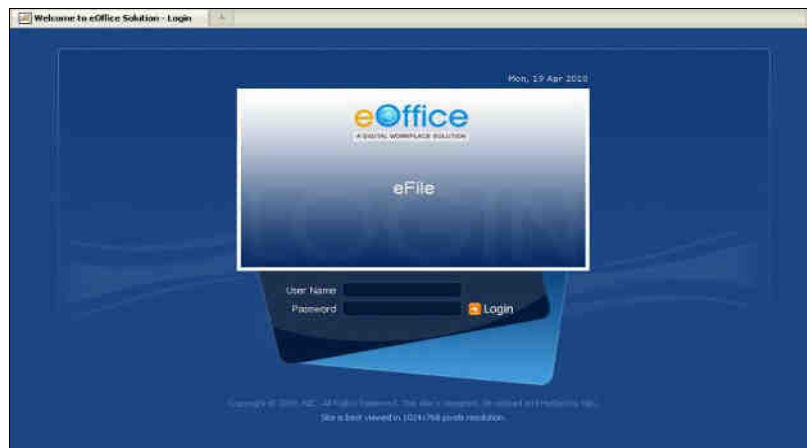


Fig.eFile. 359

- Type the User id in the User Name text box.
- Type the password in the Password text box.
- Click the **Login** button, as shown in Fig.eFile.376:



Fig.eFile. 36076

As a result, the Enter PIN dialog box appears, as shown in Fig.eFile.377:

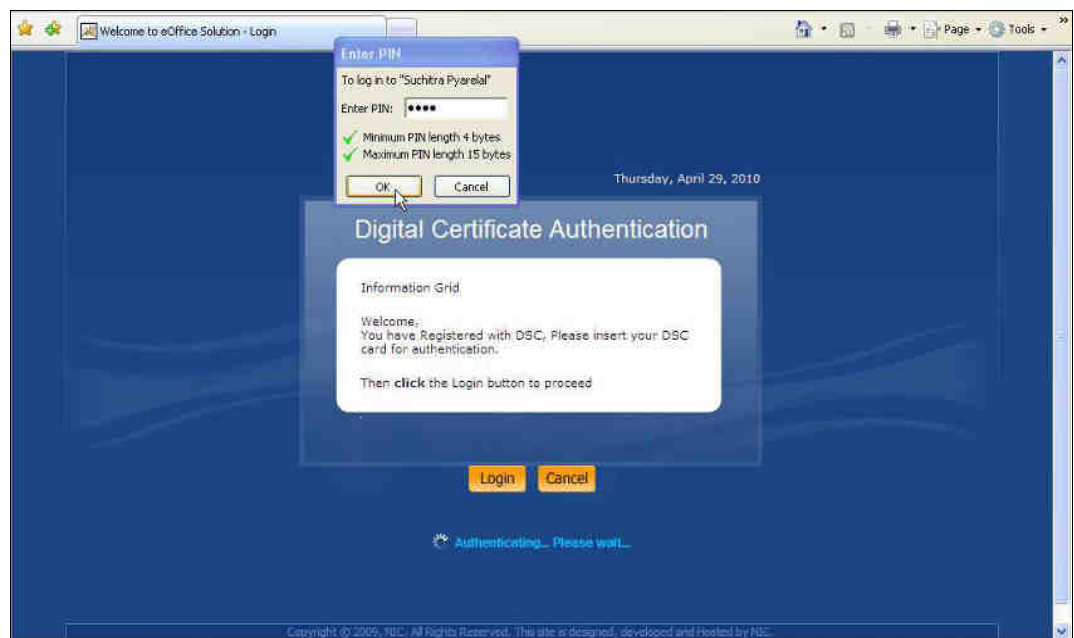


Fig.eFile. 36177

- Type the **password** in the Enter **PIN** dialog box (Fig.eFile.377).
- Click the **OK** button (Fig.eFile.377). As a result, the user gets log into the eOffice application, as shown in Fig.eFile.378:

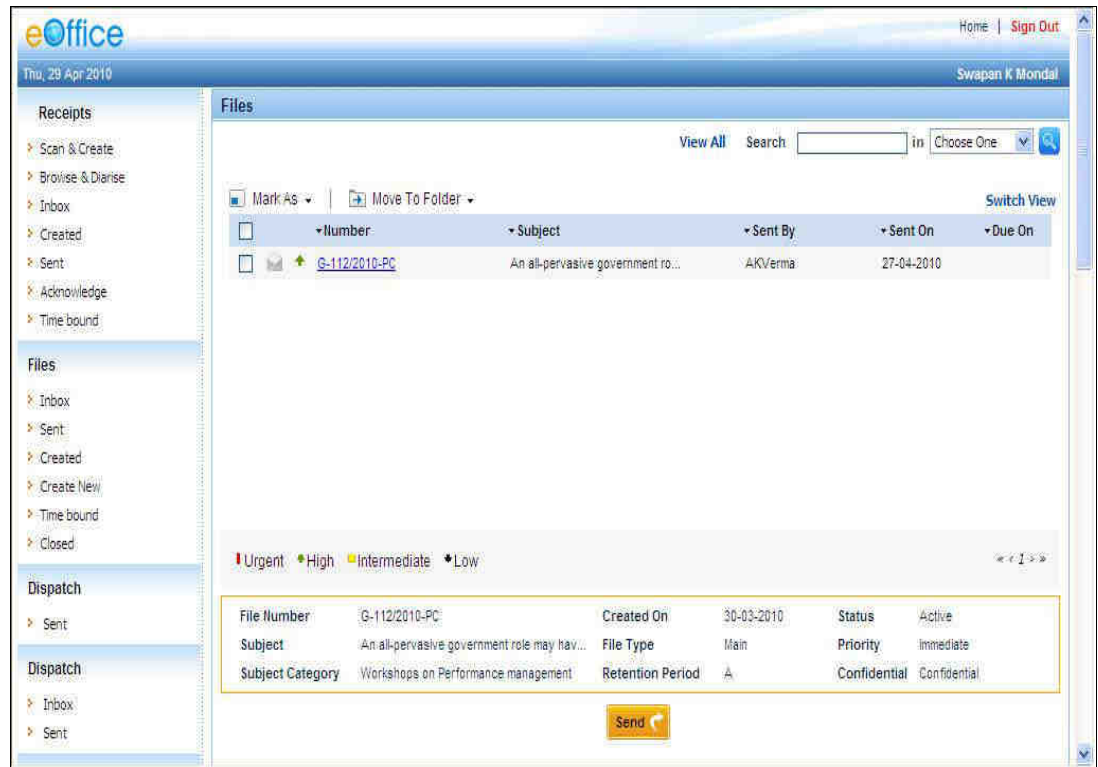


Fig.eFile. 36278

Reports

Reports are the documents that display the results of some search/experiment based on certain predefined parameters and filters.

It has following 18 options:

- 1) File Register
- 2) File Register (Section wise)
- 3) Diary Register
- 4) Diary Register(Section wise)
- 5) File movement
- 6) Receipt movement
- 7) Dispatch
- 8) Received Files
- 9) Received Receipts
- 10) Parked Files
- 11) Closed Files
- 12) Closed Receipts
- 13) Files forwarded by time duration
- 14) Receipts forwarded by duration
- 15) Files attended for more than 24 Hrs.
- 16) File(s) not attended by recipient for 24 Hrs
- 17) Revenue Report
- 18) VIP Details

Let's learn about these options one by one.

File Register

This selection generates a **PDF Report** filtered on the basis of certain parameters that contains a list of all the efiles that are created between two specified dates on the basis of Basic head and other Sub heads.

To generate the File Register report, user has to perform the following steps:

Click the **File Register** link under the **Report** section, as shown in Fig.eFile.379:

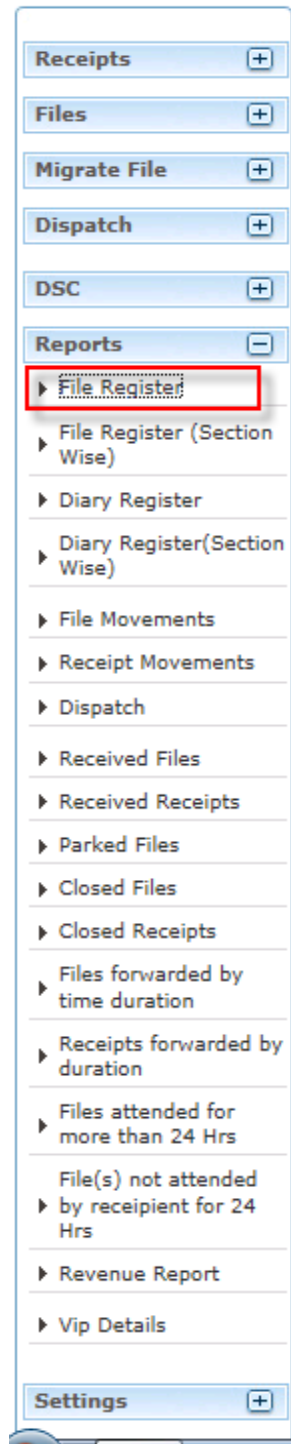


Fig.eFile. 3639

As a result, **File Register Report** Screen appears, as shown in Fig.eFile.380:

Fig.eFile. 36480


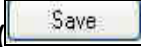
Provide the information for the necessary filter and fields like 'From, To, Basic/Functional Head, Activity/Primary Head and so on', and click the **Submit** () button, as shown in Fig.eFile.381:

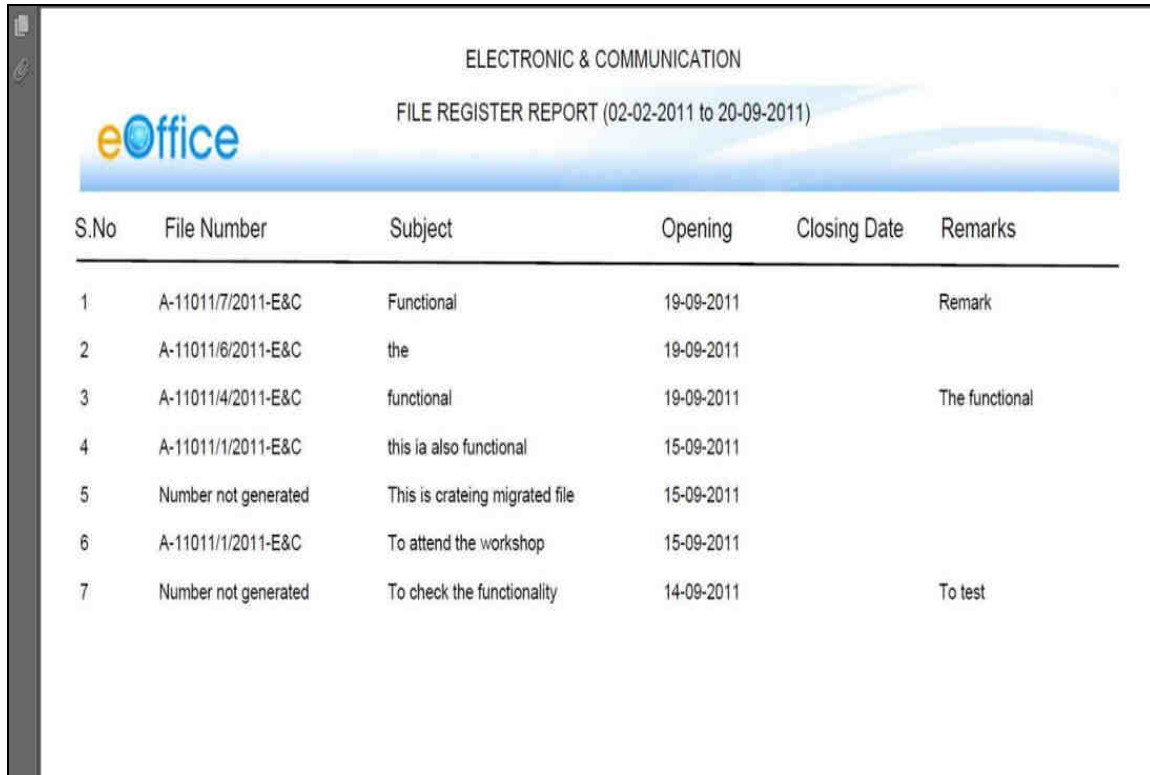
Fig.eFile. 36581

As a result, the **File Download** dialog box appears, as shown in Fig.eFile.382:

Fig.eFile. 36682

- This dialog box contains three buttons, **Open, Save and Cancel**. User can use any option to view the report. To save the report click the **Save** () button (Fig.eFile.382).

As a result, the **File Register** report is saved at the specified location in Pdf format. Now, when the user opens the report, a detail of all the files that are generated between the two specified dates and specified parameters as shown in Fig.eFile.383:



S.No	File Number	Subject	Opening	Closing Date	Remarks
1	A-11011/7/2011-E&C	Functional	19-09-2011		Remark
2	A-11011/6/2011-E&C	the	19-09-2011		
3	A-11011/4/2011-E&C	functional	19-09-2011		The functional
4	A-11011/1/2011-E&C	this ia also functional	15-09-2011		
5	Number not generated	This is crateing migrated file	15-09-2011		
6	A-11011/1/2011-E&C	To attend the workshop	15-09-2011		
7	Number not generated	To check the functionality	14-09-2011		To test

Fig.eFile. 36783

File Register (Section Wise)

This selection generates a **Section Wise PDF Report** filtered on the basis of certain parameters that contains a list of all the efiles that are created between two specified dates on the basis of Basic head and other Sub heads.

To generate the File Register Section Wise report, user has to perform the following steps:

Click the **File Register Section Wise** link under the **Report** section, as shown in Fig.eFile.384:

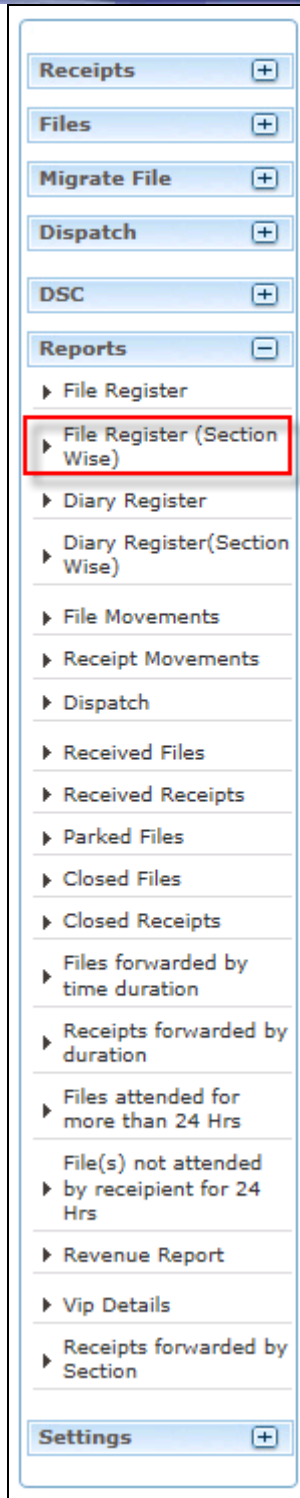


Fig.eFile. 36884

See the operational level of file register .

Diary Register:

This selection generates a **PDF** Report filtered on the basis of certain parameters that contains a list of all the Receipts that are created between two specified dates on the basis of Delivery mode, type of correspondence, language etc.

To generate the Diary Register report, perform the following steps:

- Click the Diary Register link under the Report section, as shown in Fig.eFile.385:

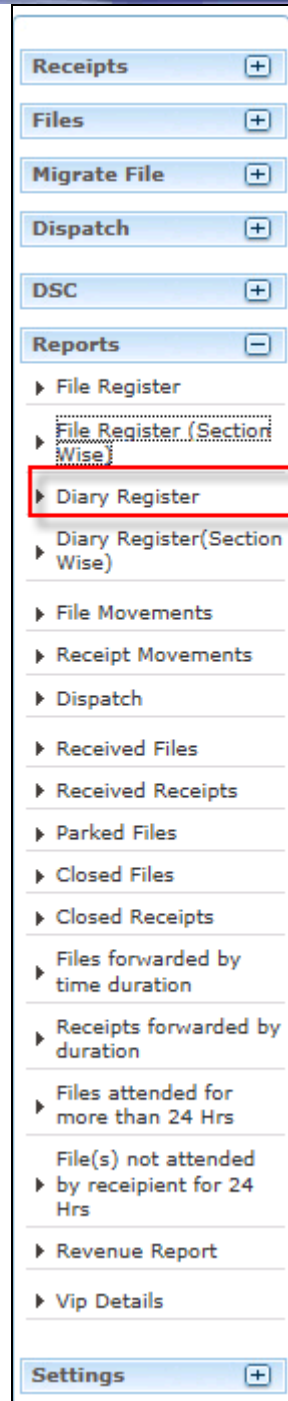


Fig.eFile. 36985

As a Result, the **Diary Register** Report screen appears, as shown in Fig.eFile.386:

Diary Register Report

DiaryRegister Report Comparative Report of Organization Unit

From: 17 To: 17

Delivery Mode: Choose One Language: Choose One

Correspondence Type: Choose One VIP: Yes No Both

Country: Choose One State: Choose One

Ministry: Choose One Department: Choose One

Main Category: Choose One Classified: Yes No

Section: MGNREGA

Submit

Fig.eFile. 37086

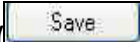
Provide the information for the necessary filter and fields like **'From, To, Delivery Type** and other necessary

Details, and click the Submit () button, as shown in Fig.eFile.387:

Fig.eFile. 371

As a result, File Download dialog box appears, as shown in Fig.eFile.388:

Fig.eFile. 37288

- This dialog box contains three buttons, **Open**, **Save** and **Cancel**. User can use any option to view the report. To save the report click the **Save** () button (Fig.eFile.388).

As a result, the **Diary Register** report is saved at the specified location in Pdf format, now, when the user opens the report, detail of all the Receipts that are generated between the two specified dates and specified parameters as shown in Fig.eFile.389:

ELECTRONIC & COMMUNICATION				
Diary Register Report				
(01-01-2011 to 22-09-2011)				
S.No	File Number	Subject	Sender Name	Letter Date
1	2804/2011/E&C	Reg. telephone cables for malakoff	KB MUSSOORIE	2011-05-12 00:00:00.0
2	4078/2011/E&C	bUDGET FILE	EandC Section	2011-07-01 00:00:00.0
3	4338/2011/E&C	BSNL TELEPHONE BILL	acctnt section	2011-07-11 00:00:00.0
4	808/2011/E&C	BSNL TELEPHONE BILLS	EANDC SECTION	2011-04-21 00:00:00.0
5	5638/2011/E&C	EPABX TELEPHONE BILLS	eandc section	2011-08-10 00:00:00.0
6	6638/2011/E&C	Proposal Letter for the AMC of Sharp AR-160 photocopiers	Dignet Corporation	2011-08-10 00:00:00.0
7	4225/2011/E&C	franking Machine Ink cartiadge demand	Dispatch Section	2011-07-07 00:00:00.0
8	140/2011	Purchase of Multimedia Projectors	E&C	2010-06-16 00:00:00.0
9	262/2011/E&C	List of BSNL landline phones	E and c Section	2011-04-05 00:00:00.0

Fig.eFile. 3739

Diary Register Section Wise:

This selection generates a **Section Wise PDF Report** filtered on the basis of certain parameters that contains a list of all the efiles that are created between two specified dates on the basis of Basic head and other Sub heads.

To generate the Diary Register Section Wise report, user has to perform the following steps:

Click the **Diary Register Section Wise** link under the **Report** section

See the operational level of Diary Register.

File Movements:

This selection generates a PDF report that contains a list of all the files in movement between two specified dates.

To generate the File Movement report, user has to perform the following steps:

Click the File movement link under the Reports section, as shown in fig: The File movement Report screen appears, as shown in Fig.eFile.390:

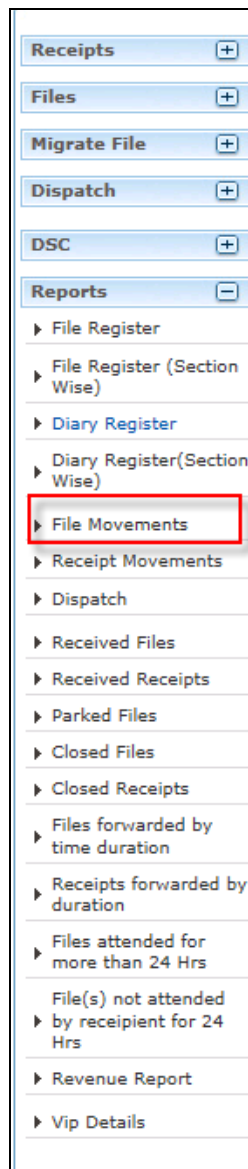
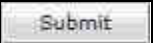


Fig.eFile. 37490

Provide the information for the necessary filter and fields like 'From and To' and click the **Submit** () button, as shown in Fig.eFile.391:

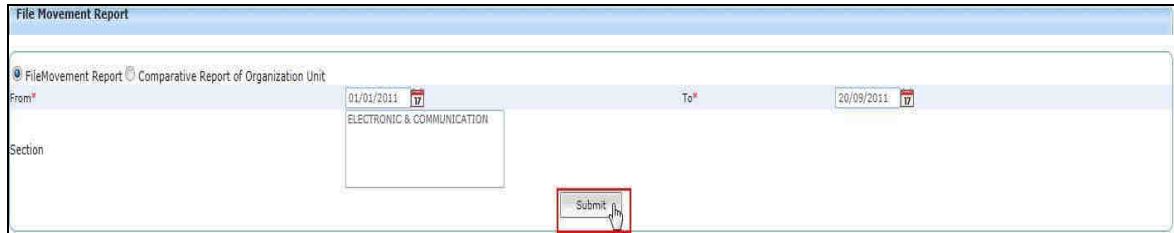
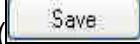


Fig.eFile. 37591

As a result, Download File dialog box appears, as shown in Fig.eFile.392:



Fig.eFile. 37692

This dialog box contains three buttons, **Open, Save and Cancel**. User can use any option to view the report. To save the report click the **Save** () button (Fig.eFile.392).

As a result, the **File Movement report** is saved at the specified location in Pdf format. Now, when the user opens the report, details of all the Files in movement are generated between the two specified dates and parameters as shown in Fig.eFile.393:

ELECTRONIC & COMMUNICATION									
File Movement Report									
(01-01-2011 to 20-09-2011)									
S.No	File Number	Subject	Sender	Receiver	Sent Date	Receiving			
1	D-21011/1/2011-E&C		JAGMOHAN SINGH	SATYABIR SINGH	17-08-2011	17-08-2011			
			JAGMOHAN SINGH	SATYABIR SINGH	17-08-2011	17-08-2011			
			PRAVEEN KUMARJAGMOHAN GUPTA	SINGH	17-08-2011	17-08-2011			
			PRAVEEN KUMARJAGMOHAN GUPTA	SINGH	17-08-2011	17-08-2011			
			JAGMOHAN SINGH	PRAVEEN KUMAR GUPTA	07-04-2011	07-04-2011			
			JAGMOHAN SINGH	PRAVEEN KUMAR GUPTA	07-04-2011	07-04-2011			
			JAGMOHAN SINGH	SATYABIR SINGH	18-03-2011	18-03-2011			
			JAGMOHAN SINGH	SATYABIR SINGH	18-03-2011	18-03-2011			
			2	D-21013/1/2011-E&C	Purchase of Multimedia Projectors For Lecture Halls	JAGMOHAN SINGH	SATYABIR SINGH	01-09-2011	01-09-2011
						JAGMOHAN SINGH	SATYABIR SINGH	01-09-2011	01-09-2011
JAGMOHAN SINGH	ALOK PANDEY	02-08-2011				02-08-2011			
JAGMOHAN SINGH	ALOK PANDEY	02-08-2011				02-08-2011			
JAGMOHAN SINGH	SATYABIR SINGH	18-03-2011				18-03-2011			
JAGMOHAN SINGH	SATYABIR SINGH	18-03-2011				18-03-2011			

Fig.eFile. 37793

Receipts Movement:

This selection generates a PDF report that contains a list of all the receipts in movement between two specified dates.

To generate the Receipt Movement report, user has to perform the following steps:

Click the Receipt Movement link under the Reports section. The Receipt Movement Report screen appears, as shown in Fig.eFile.394:

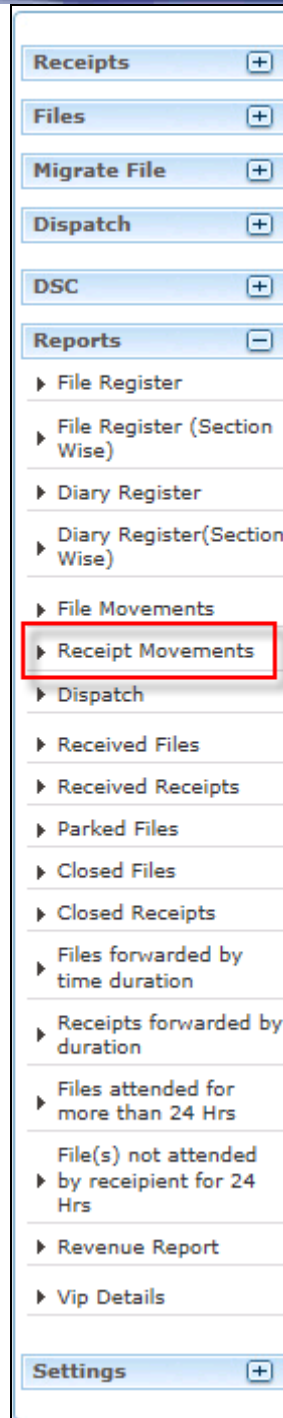
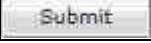


Fig.eFile. 37894

Provide the information for the necessary filter and fields like 'From and To' and click the **Submit** () button, as shown in Fig.eFile.395:

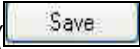
The screenshot shows a web form titled "Receipt Movement Report". At the top, there are two radio buttons: "ReceiptMovement Report" (selected) and "Comparative Report of Organization Unit". Below this, there are two date pickers: "From" with the value "01/01/2011" and "To" with the value "20/09/2011". A text input field labeled "Section" contains the text "ELECTRONIC & COMMUNICATION". A "Submit" button is located at the bottom right of the form area.

Fig.eFile. 37995

As a result, Download File dialog box appears, as shown in Fig.eFile.396:

The screenshot shows a "Download File" dialog box. The text inside reads "Do you want to open or save Receipt Movements pdf from 10.248.80.14?". On the right side, there are three buttons: "Open", "Save", and "Cancel". A small "x" icon is visible in the bottom right corner of the dialog box.

Fig.eFile. 38096

This dialog box contains three buttons, **Open**, **Save** and **Cancel**. User can use any option to view the report. To save the report click the **Save** () button (Fig.eFile.396).

As a result, the **Receipt Movement report** is saved at the specified location in Pdf format. Now, when the user opens the report, details of all the Receipts in movement are generated between the two specified dates and parameters as shown in Fig.eFile.397:

ELECTRONIC & COMMUNICATION						
Receipt Movement Report						
(01-01-2011 to 20-09-2011)						
S.No	File Number	Subject	Sender	Receiver	Sent Date	Receiver Date
1	6762/2011/CC	test12	JAGMOHAN SINGH	ALOK PANDEY	19-09-2011	
2	6759/2011/E&C	This			19-09-2011	
3	6758/2011/E&C	To attend the workshop			19-09-2011	
4	6757/2011/CC	test	JAGMOHAN SINGH	ALOK PANDEY	19-09-2011	
5	6756/2011/E&C	workshop[19-09-2011	
6	6752/2011/E&C	this is functional			19-09-2011	
7	6753/2011/E&C	Functional			19-09-2011	
8	6754/2011/E&C	Functional			19-09-2011	
9	6748/2011/E&C	To hire manpower			15-09-2011	
10	6739/2011/E&C	vipin kumar gupta			14-09-2011	
11	3746/2011/E&C	Regarding the E and C Section in Gyanshila building	JAGMOHAN SINGH	ALOK PANDEY	14-09-2011	
12	6592/2011/CRU	Nonpayment of telephone bills	JAGMOHAN SINGH	ALOK PANDEY	14-09-2011	

Fig.eFile. 38197

Dispatch:

This selection generates a PDF report that contains a list of all the Letters which has been dispatched by the user between two specified dates.

To generate the Dispatch report, user has to perform the following steps:

Click the Dispatch link under the Reports section. The Dispatch Report screen appears, as shown in Fig.eFile.398:

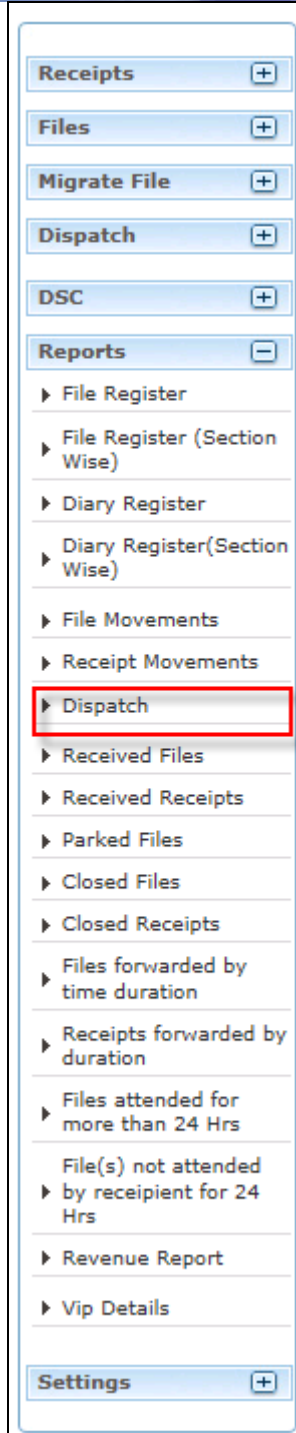


Fig.eFile. 38298

Provide the information for the necessary filter and fields like 'From, To and Category' and click the Submit () button, as shown in Fig.eFile.399:

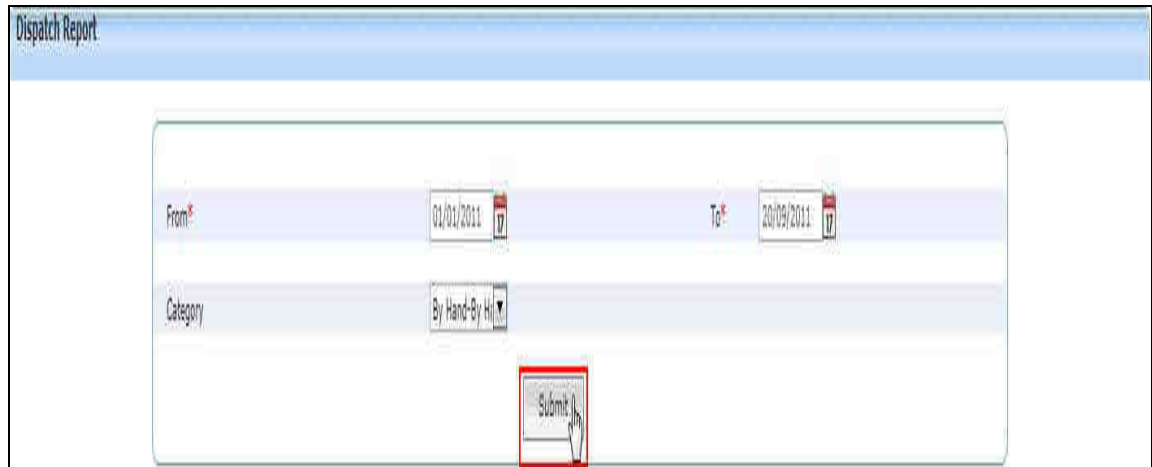


Fig.eFile. 3839

As a result, Download File dialog box appears, as shown in Fig.eFile.400:

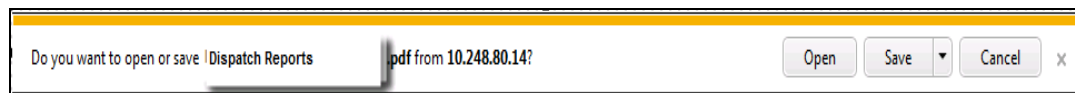
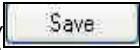


Fig.eFile. 400

This dialog box contains three buttons, **Open**, **Save** and **Cancel**. User can use any option to view the report. To save the report click the **Save** () button (Fig.eFile.400).

As a result, the **Dispatch report** is saved at the specified location in Pdf format. Now, when the user opens the report, details of all the letters dispatched are generated between the two specified dates and parameters as shown in Fig.eFile.401:

S.No	Dispatch	File Number	Remarks	Address	Sender	Sent Date
1	I/16/2011	A-41011/1/2011-CC			JAGMOHAN SINGH	19-09-2011

Fig.eFile. 401

Received Files:

This selection generates a PDF report that contains a list of all the Files which has been received by the user between two specified dates.

To generate the received Files report, user has to perform the following steps:

Click the Received Files link under the Reports section. The File Received report screen appears, as shown in Fig.eFile.402:

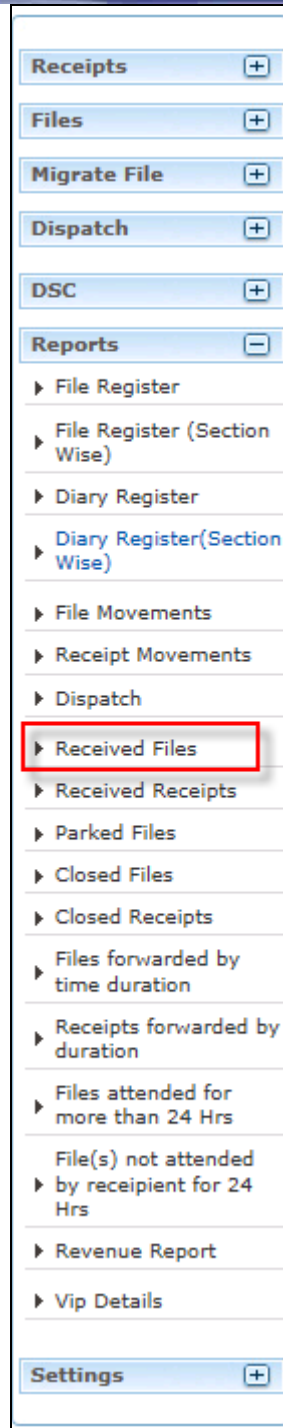



Fig.eFile. 402

Provide the information for the necessary filter and fields like 'From, To, Category etc. and click the Submit () button, as shown in Fig.eFile.403:

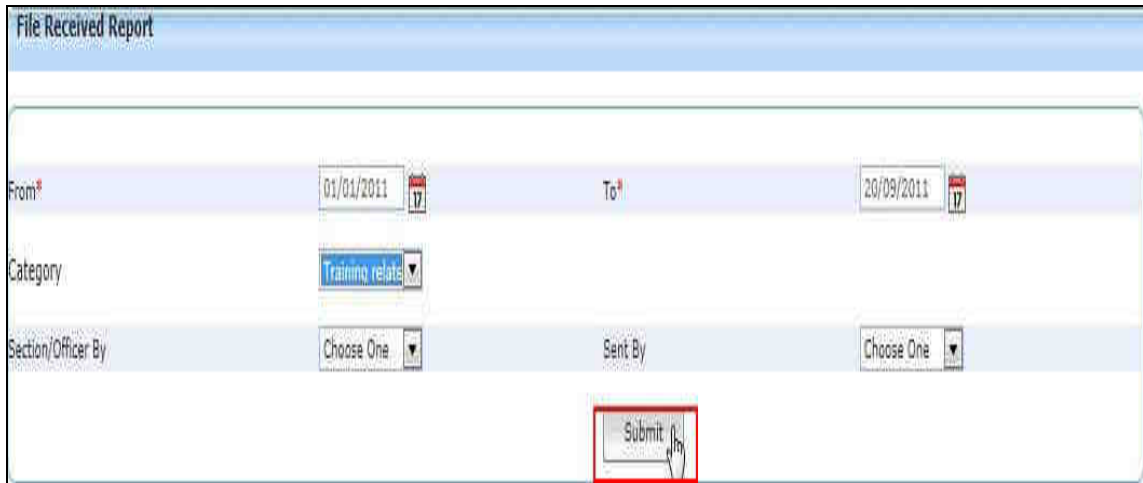


Fig.eFile. 403

As a result, Download File box appears, as shown in Fig.eFile.404:

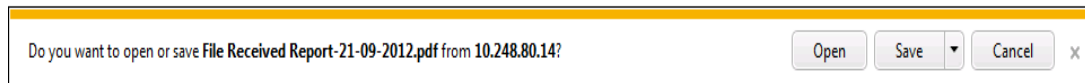


Fig.eFile. 404

This dialog box contains three buttons, **Open, Save and Cancel**. User can use any option to view the report. To save the report click the **Save** () button (Fig.eFile.404).

As a result, the **Received Files report** is saved at the specified location in Pdf format. Now, when the user opens the report, details of all the Received Files are generated between the two specified dates and parameters as shown in Fig.eFile.405:

S No.	File No	Subject	Sender Name	Receive Date
1	B/11/2011-LF	test	ALKA A KULKARNI	9/19/11 5:23 PM
2	A-41011/1/2011-CC	rrrrrr	ALKA A KULKARNI	9/19/11 4:15 PM

Fig.eFile. 405

Received Receipts:

This selection generates a PDF report that contains a list of all the Receipts which has been received by the user between two specified dates.

To generate the received Receipts report, user has to perform the following steps:

Click the Received Receipts link under the Reports section. The Received Receipt report screen appears, as shown in Fig.eFile.406:

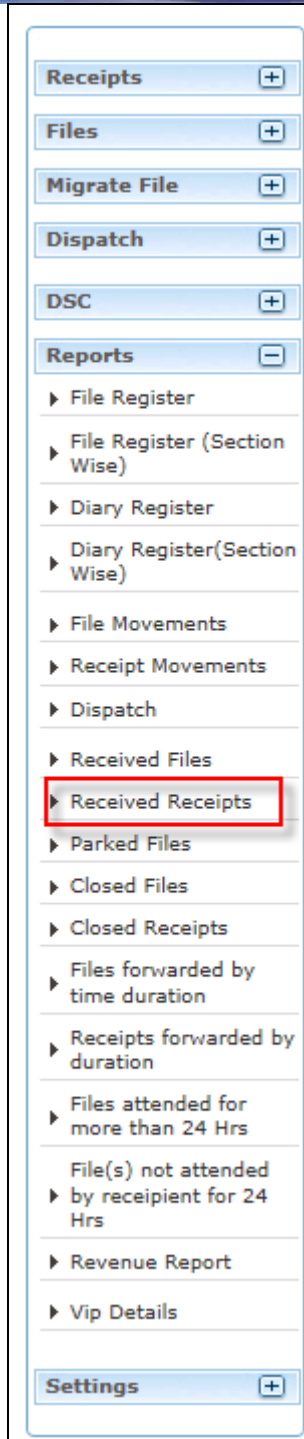


Fig.eFile. 406

Provide the information for the necessary filter and fields like 'From, To, Category etc. and click the Submit () button, as shown in Fig.eFile.407:

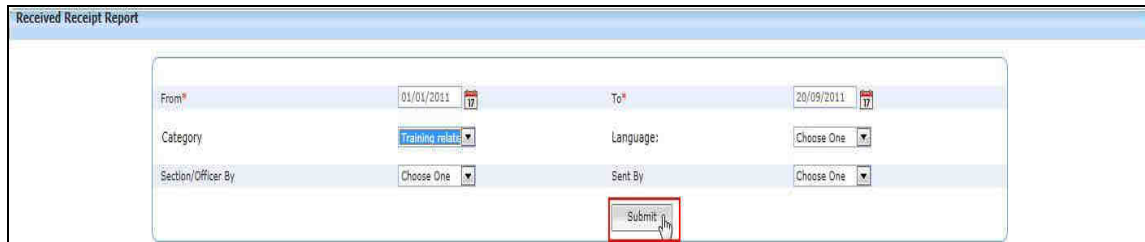


Fig.eFile. 407

As a result, **Download File** box appears, as shown in Fig.eFile.408:

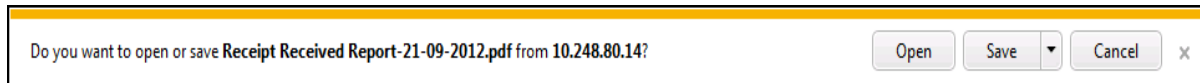



Fig.eFile. 408

This dialog box contains three buttons, **Open, Save and Cancel**. User can use any option to view the report. To save the report click the **Save** () button (Fig.eFile.408).

As a result, the **Receipt Received report** is saved at the specified location in Pdf format. Now, when the user opens the report, details of all the Received Receipts are generated between the two specified dates and parameters as shown in Fig.eFile.409:

ELECTRONIC & COMMUNICATION

Receipt Received Report
(01-01-2011 to 20-09-2011)



S No.	Receipt No.	Subject	Senders Name	Received Date
1	6762/2011/CC	test12	ALOK PANDEY	9/19/11 12:00 AM
2	6757/2011/CC	test	ALOK PANDEY	9/19/11 12:00 AM
3	6592/2011/CRU	Nonpayment of telephone bills	SURENDRA KUMAR THAPLIYAL	9/7/11 12:00 AM

Fig.eFile. 3849

Parked Files:

This selection generates a PDF report that contains a list of all the Files that has been Parked by the user.

To generate the Parked Files report, user has to perform the following steps:

Click the Parked Files link under the Reports section. The Closed Files report screen appears, as shown in Fig.eFile.410:

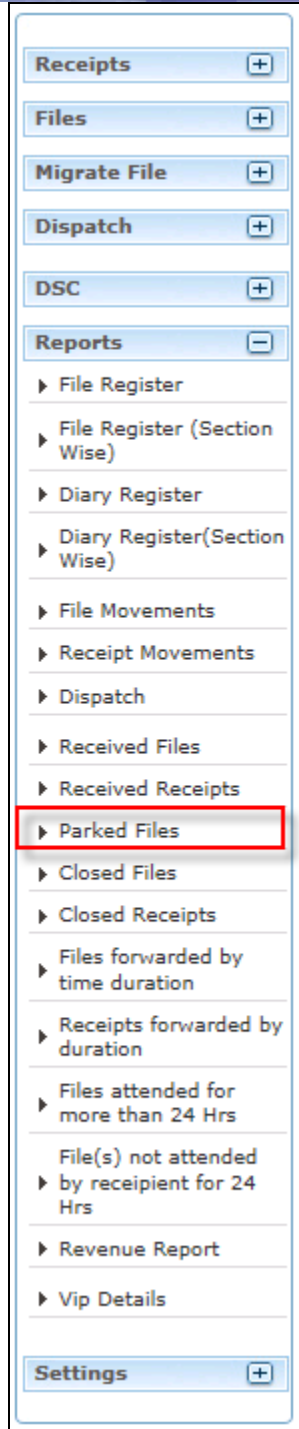


Fig.eFile. 38510

As a result, Files Parked Reports Page appears, as shown in Fig.eFile.411:

Files Parked Report Page		
File Number	Subject	Remarks
B/107/2012-DDS(AK)	test	park this file for sometime
H-11012/3/2012-CC	मुळां व विद्याविहार...	दिने सांगितले. मी हेकरीची पत्नी असल्याचे माहीत झाल्यास माझे जगणे अवघड होईल. यासाठी मी लॉड उघडून नसल्याचे औदार्याने सांगितले. हिंदुस्थानने
C/65/2012-JD (SC)	s	
PHYSICALFILE-2012	Physical File -2012	
SWTRETU1323424	nljijj:po	park this file
C-14012/6/2012-LF-VOLUME(2)	test the code	park this file

Fig.eFile. 38611

To generate the Pdf Report, click the **PDF** icon at the top left corner of report, as shown in Fig.eFile.412:

Files Parked Report Page		
File Number	Subject	Remarks
B/107/2012-DDS(AK)	test	park this file for sometime
H-11012/3/2012-CC	मुळां व विद्याविहार...	दिने सांगितले. मी हेकरीची पत्नी असल्याचे माहीत झाल्यास माझे जगणे अवघड होईल. यासाठी मी लॉड उघडून नसल्याचे औदार्याने सांगितले. हिंदुस्थानने
C/65/2012-JD (SC)	s	
PHYSICALFILE-2012	Physical File -2012	
SWTRETU1323424	nljijj:po	park this file
C-14012/6/2012-LF-VOLUME(2)	test the code	park this file

Fig.eFile. 38712

Closed Files:

This selection generates a PDF report that contains a list of all the Files that has been Closed by the user between two specified dates.

To generate the Closed Files report, user has to perform the following steps:

Click the Closed Files link under the Reports section. The Closed Files report screen appears, as shown in Fig.eFile.413:

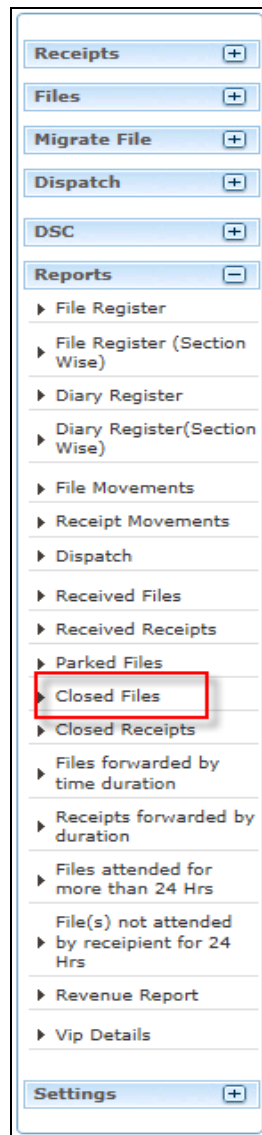


Fig.eFile. 38813

Provide the information for the necessary filter and fields like 'From and To and click the Submit () button, as shown in Fig.eFile.414:

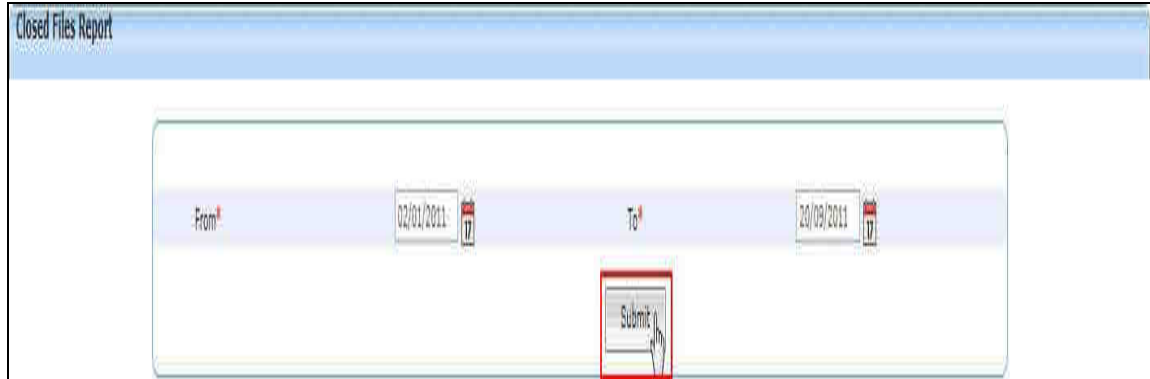


Fig.eFile. 38914

As a result, Download File box appears, as shown in Fig.eFile.415:

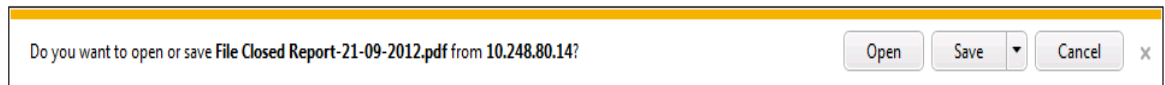


Fig.eFile. 39015

This dialog box contains three buttons, **Open, Save and Cancel**. User can use any option to view the report. To save the report click the **Save** () (Fig.eFile.415).

As a result, the **Closed Files report** is saved at the specified location in Pdf format. Now, when the user opens the report, details of all the Closed Files are generated between the two specified dates as shown in Fig.eFile.416:

S No.	File No.	Subject	Closed On
1	A-11011/4/2011-E&C	functional	9/20/11 12:48 PM
2	A-11011/4/2011-E&C	unctional	9/20/11 12:48 PM
3	A-11011/1/2011-E&C	To attend the workshop	9/20/11 12:49 PM

Fig.eFile. 39116

Closed Receipts:

This selection generates a PDF report that contains a list of all the Receipts that has been Closed from the File by the user between two specified dates.

To generate the Closed Receipts report, user has to perform the following steps:

Click the Closed Receipts link under the Reports section. The Closed Receipt report screen appears, as shown in Fig.eFile.417:

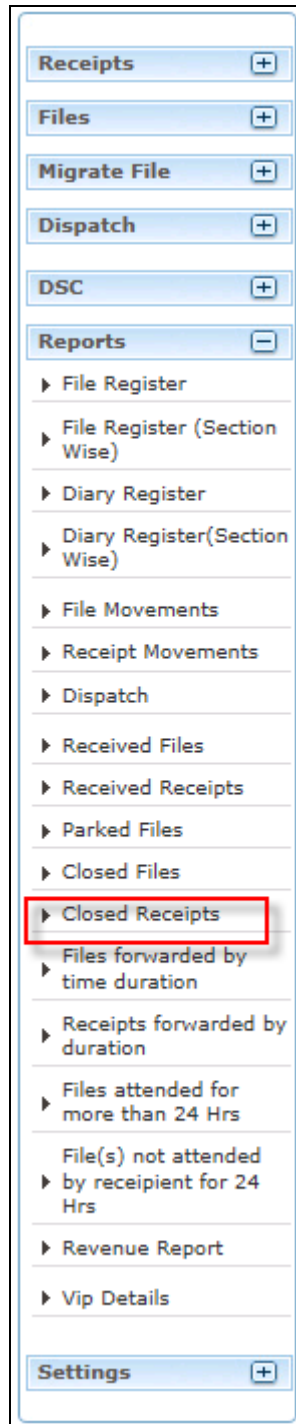


Fig.eFile. 39217

Provide the information for the necessary filter and fields like 'From and To and click the **Submit**

() button, as shown in Fig.eFile.418:

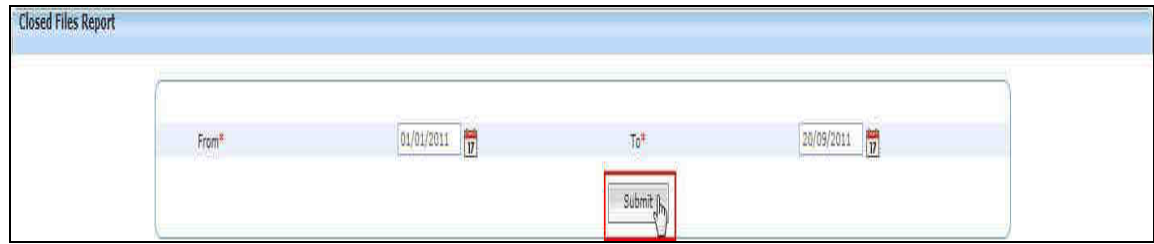


Fig.eFile. 39318

As a result, Download File box appears, as shown in Fig.eFile.419:

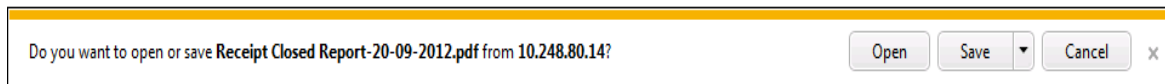


Fig.eFile. 3949

This dialog box contains three buttons, **Open, Save and Cancel**. User can use any option to view the report. To save the report click the **Save** () button (Fig.eFile.419).

As a result, the **Closed Receipt report** is saved at the specified location in Pdf format. Now, when the user opens the report, details of all the closed receipts are generated between the two specified dates as shown in Fig.eFile.420:

ELECTRONIC & COMMUNICATION			
Receipt Closed Report (01-09-2011 to 20-09-2011)			
S No	Receipt No.	Subject	Closed On
1	6753/2011/E&C	Functional	9/20/11 12:48 PM
2	6752/2011/E&C	this is functional	9/20/11 12:48 PM
3	6763/2011/CC	test	9/20/11 12:54 PM
4	6754/2011/E&C	Functional	9/20/11 12:48 PM
5	6751/2011/CC	test 15 sept	9/20/11 12:49 PM
6	2795/2011/E&C	dISTRIBUTION OF WORKS	9/20/11 12:54 PM
7	2787/2011	Allocation of Work amongst employees from 27.03.1998 to 29.04.2011	9/20/11 12:55 PM

Fig.eFile. 39520

Files forwarded by time duration:

This selection generates a PDF report that contains a list of all the Files that has been Forwarded within a particular Time Duration.

To generate this report, user has to perform the following steps:

Click the Files Forwarded by Time Duration link under the Reports section. The Files Forwarded by Time Duration report screen appears, as shown in Fig.eFile.421:

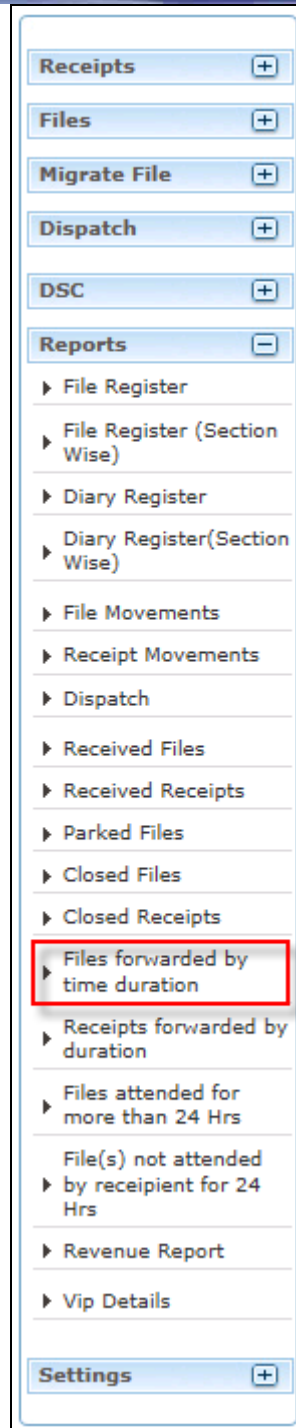



Fig.eFile. 39621

Provide the information for the necessary filter and fields like 'Sent Date, Time 'From and To', Category, etc. and click the Report () button, as shown in Fig.eFile.422:

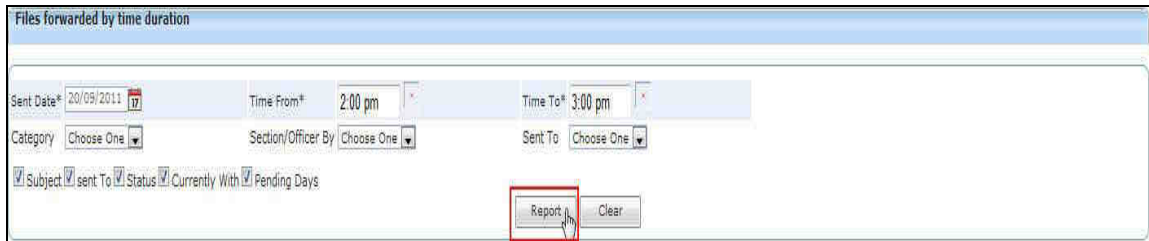


Fig.eFile. 39722

As a result, Download File box appears, as shown in Fig.eFile.423:

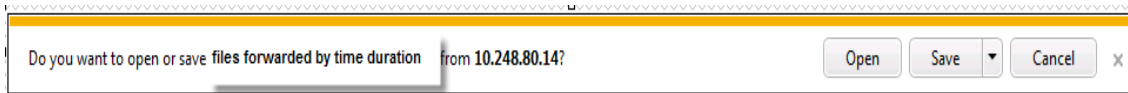
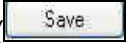
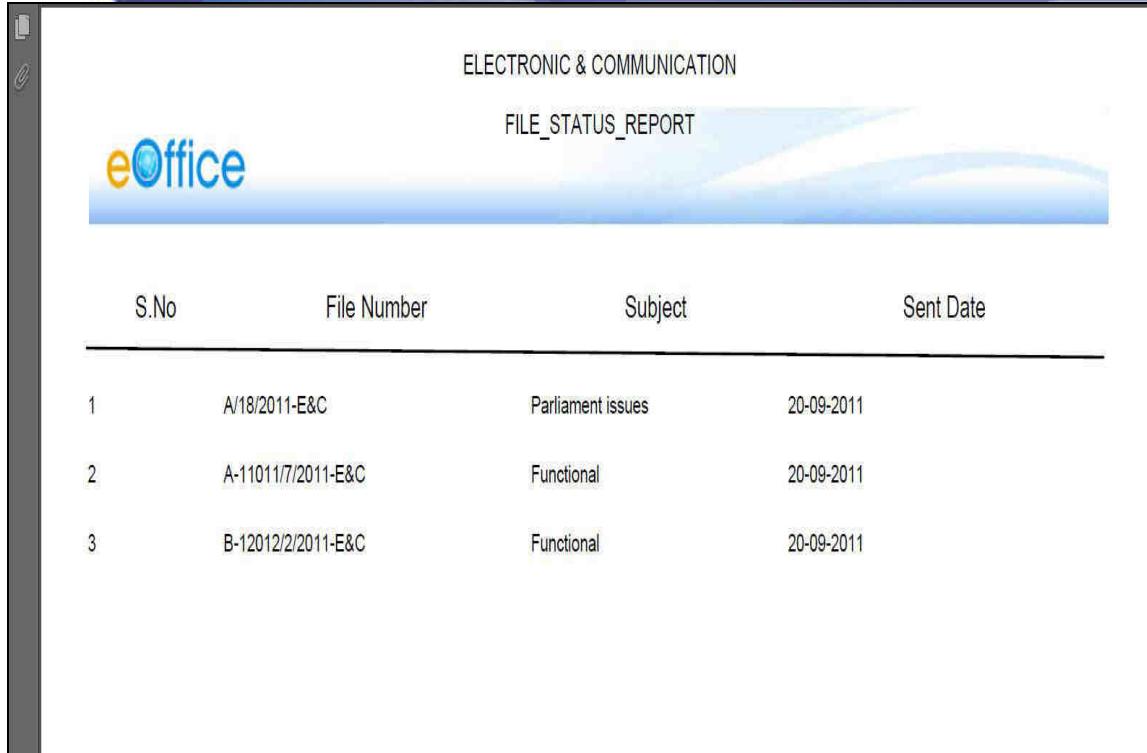


Fig.eFile. 39823

This dialog box contains three buttons, **Open, Save and Cancel**. User can use any option to view the report. To save the report click the **Save** () button (Fig.eFile.423).

As a result, the **Files Forwarded by Time Duration report** is saved at the specified location in Pdf format. Now, when the user opens the report, details of all the forwarded files within particular time duration are generated, as shown in Fig.eFile.424:



ELECTRONIC & COMMUNICATION

FILE_STATUS_REPORT

eOffice

S.No	File Number	Subject	Sent Date
1	A/18/2011-E&C	Parliament issues	20-09-2011
2	A-11011/7/2011-E&C	Functional	20-09-2011
3	B-12012/2/2011-E&C	Functional	20-09-2011

Fig.eFile. 39924

Receipts forwarded by duration:

This selection generates a PDF report that contains a list of all the Receipts that has been Forwarded within a particular Time Duration.

To generate this report, user has to perform the following steps:

Click the Receipts Forwarded by Time Duration link under the Reports section. The Receipts Forwarded by Time Duration report screen appears, as shown in Fig.eFile.425:

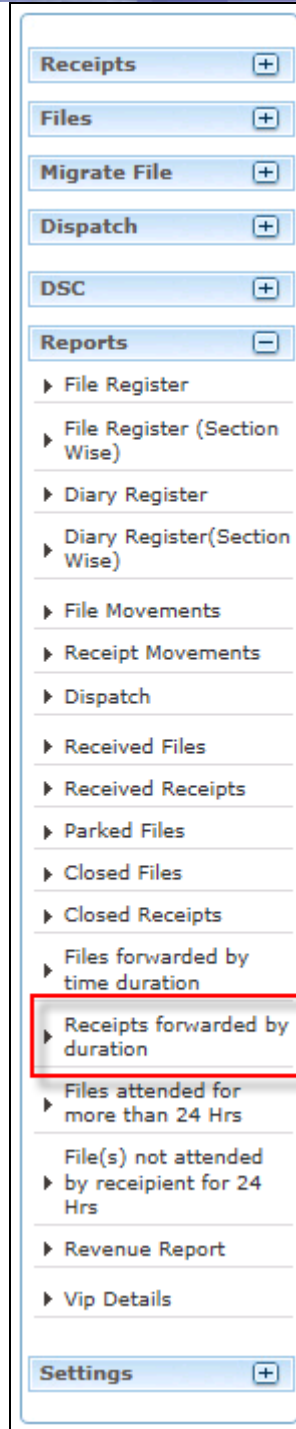


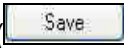
Fig.eFile. 40025

Provide the information for the necessary filter and fields like 'Sent Date, Time 'From and To', Category, etc. and click the Report button, as shown in Fig.eFile.426:

Fig.eFile. 40126

As a result, Download File box appears, as shown in Fig.eFile.427:

Fig.eFile. 427

This dialog box contains three buttons, **Open**, **Save** and **Cancel**. User can use any option to view the report. To save the report click the **Save** () button (Fig.eFile.427).

As a result, the **Receipt Forwarded by Time Duration report** is saved at the specified location in PDF format. Now, when the user opens the report, details of all the forwarded Receipts within particular time duration are generated, as shown in Fig.eFile.428:

Confidential Section of ADM(G)
RECEIPT STATUS REPORT

S No.	Correspondence Number	Subject	Sent Date
1	1562/2011/ADMCON	Related to planning commission	20-09-2011

Fig.eFile. 40228

Files attended for more than 24 Hrs:

This selection generates a PDF report that contains a list of all the Files that has been Attended/Received for more than 24 Hrs.

To generate this report, user has to perform the following steps:

Click the Files attended for more than 24 Hrs. link under the Reports section, as shown in Fig.eFile.429:

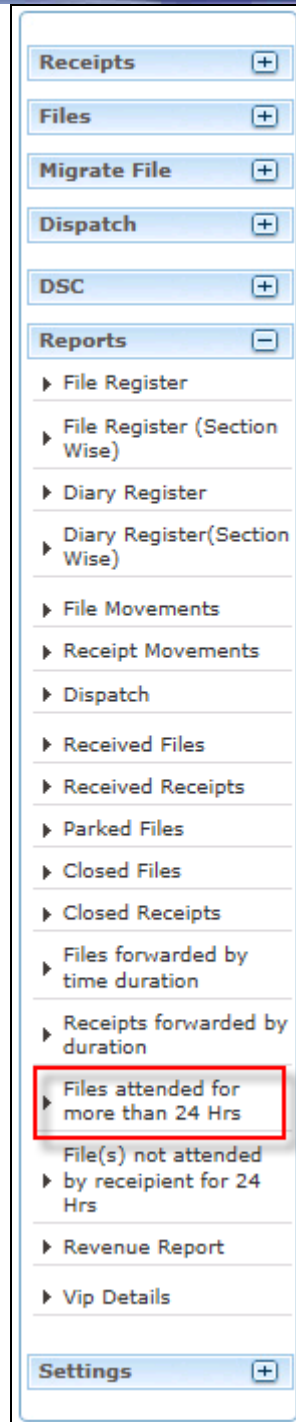


Fig.eFile. 4039

As a result, the **Files attended for more than 24 Hrs** .report opens in Pdf format, as shown in Fig.eFile.430:

The screenshot shows the eFile system interface. At the top, it says 'eFile electronic file system' and 'Last Login: Tue, 30 Sep 2011 03:23 PM' with a user profile for 'Randeep Kumar'. A search bar and 'Help' link are visible. The main content area is titled 'Files Pending For More than 24 Hrs' and contains a table with the following data:

File Number	Subject	Sent By	Sent Date	Day(s) Pending
R-02/2011-PURCHASR	is	ADM(G)	01-09-2011	18
R-03/2011-ADM(G)	ymdvdndf	PMMPJ	05-09-2011	14
S-11034/1/2011-ADM(G)	test 6th	ADM(G)	06-09-2011	14
R-11017/2011-ADM(G)	test electronic 2nd	ADM(G)	19-09-2011	0
S-03/2011-ADM(G)	for: test to test	ADM(G)	13-09-2011	6
R-03/2011-ADM(G)	frfr	ADM(G)	14-09-2011	6
R-04/2011-ADM(G)	fr	ADM(G)	06-09-2011	17
R-07/2011-ADM(G)	Per create	ADM(G)	16-09-2011	3
R-1461/2011-SOM(G)	sc	ADM(G)	16-09-2011	3

Fig.eFile. 40430

File(s) not attended by recipient for 24 Hrs:

This selection generates a PDF report that contains a list of all the Files that has not been Attended/Received for more than 24 Hrs.

To generate this report, user has to perform the following steps:

Click the File(s) not attended by recipient for 24 Hrs link under the Reports section, as shown in Fig.eFile.431:

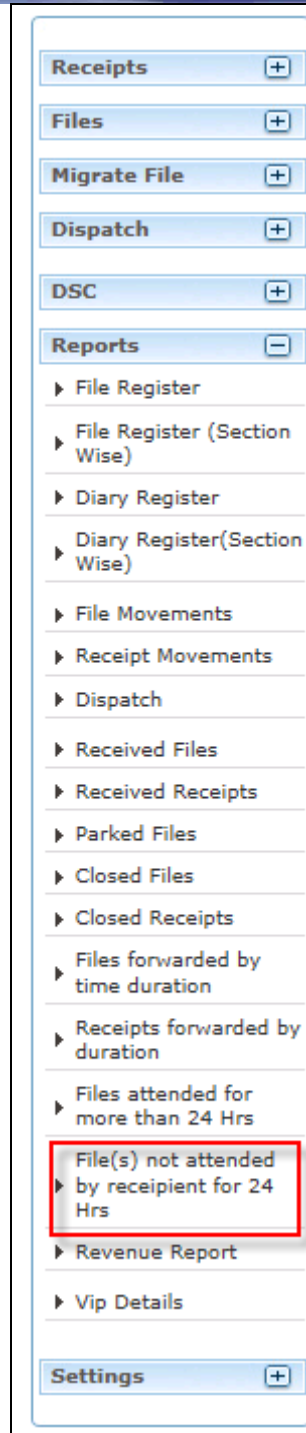


Fig.eFile. 40531

As a result, the **File(s) not attended by recipient for 24 Hrs** report screen appears, as shown in Fig.eFile.432:

Fig.eFile. 40632


Provide the information for the necessary filter and fields like 'From, To, Category, sent to etc. and click the Report () button, as shown in Fig.eFile.433:

Fig.eFile. 40733

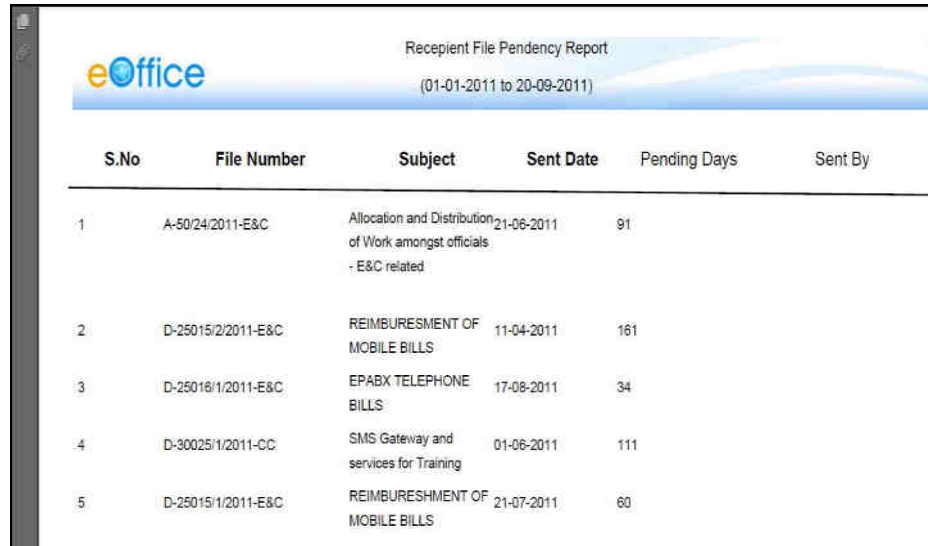
As a result, Download File box appears, as shown in Fig.eFile.434:

Fig.eFile. 40834

This dialog box contains three buttons, **Open, Save and Cancel**. User can use any option to view the report. To save the report click the **Save** () (Fig.eFile.434).

As a result, the **File(s) not attended by recipient for 24 Hrs report** is saved at the specified location

in Pdf format. Now, when the user opens the report, details of all the File(s) which are not attended by recipient for more than 24 Hrs within particular time duration are generated, as shown in Fig.eFile.435:



S.No	File Number	Subject	Sent Date	Pending Days	Sent By
1	A-50/24/2011-E&C	Allocation and Distribution of Work amongst officials - E&C related	21-06-2011	91	
2	D-25015/2/2011-E&C	REIMBUREMENT OF MOBILE BILLS	11-04-2011	161	
3	D-25016/1/2011-E&C	EPABX TELEPHONE BILLS	17-08-2011	34	
4	D-30025/1/2011-CC	SMS Gateway and services for Training	01-06-2011	111	
5	D-25015/1/2011-E&C	REIMBURESHMENT OF MOBILE BILLS	21-07-2011	60	

Fig.eFile. 40935

Revenue Report:

This selection generates a PDF report that contains a list of the revenue that has been spent in the section(s) for dispatch.

To generate this report, user has to perform the following steps:

Click the Revenue Report under the Reports section, as shown in Fig.eFile.436:

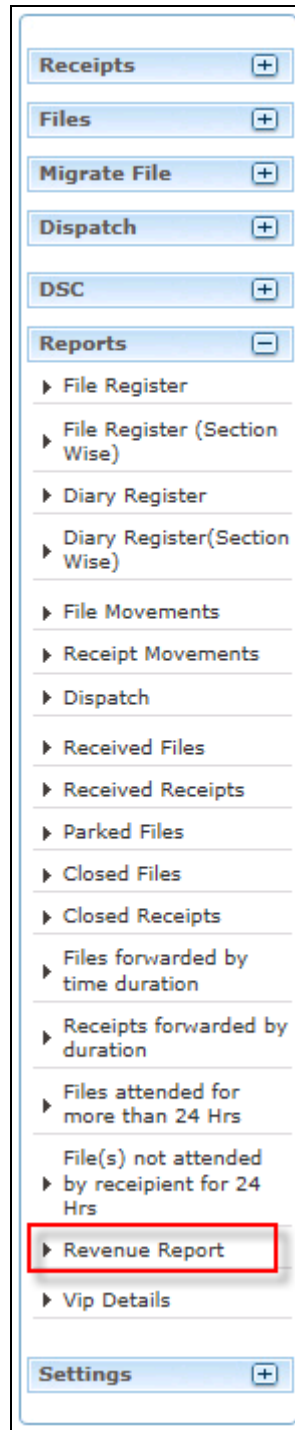


Fig.eFile. 41036

As a result, the Revenue Report screen appears, as shown in Fig.eFile.437:

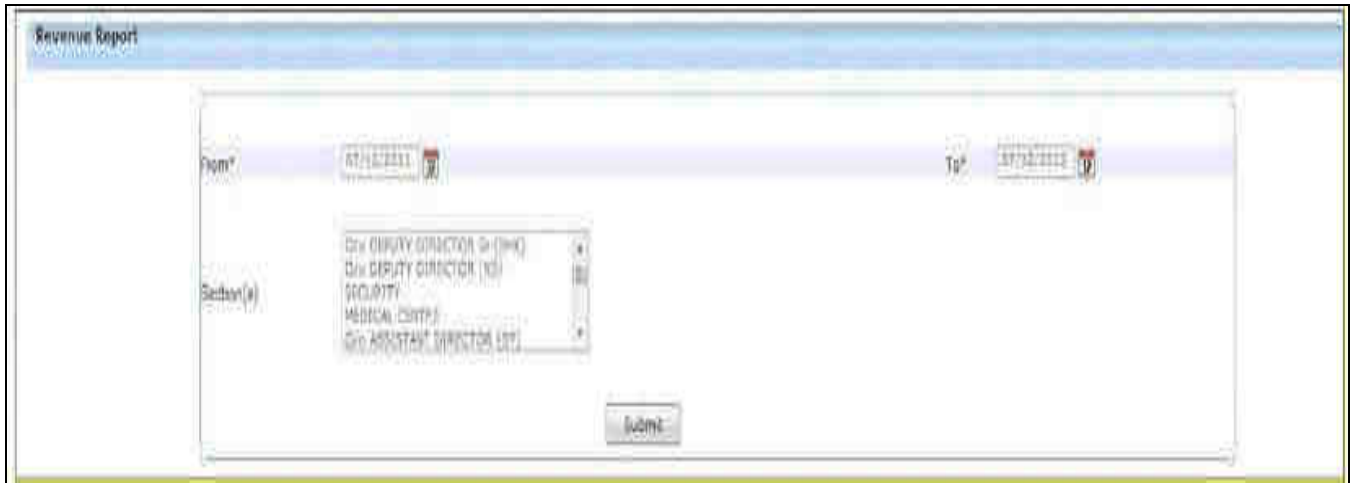
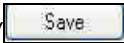


Fig.eFile. 41137

Provide the information for the necessary filter and fields like 'From, To, Section(s) and click the Submit button (Fig.eFile.437). As a result, Download File box appears, as shown in Fig.eFile.438:



Fig.eFile. 412

This dialog box contains three buttons, **Open, Save and Cancel**. User can use any option to view the report. To save the report click the **Save** () (Fig.eFile.429).

As a result, the **Revenue report** is saved at the specified location in Pdf format. Now, when the user opens the report, details of all section(s) revenue spent for dispatch are displayed, as shown in Fig.eFile.430:

The screenshot shows a web browser window displaying the eoffice Revenue Report for the period 01-07-2011 to 07-02-2012. The report is presented as a table with three columns: Sl No., Organization Name, and Total Expenditure. The data is as follows:

Sl No.	Organization Name	Total Expenditure
1	LBSNAA	0.0
2	LANGUAGE FACULTY	0.0
3	TRDC	0.0
4	SOCIETY CELL	0.0
5	OFFICER'S MESS	0.0
6	O/o DEPUTY DIRECTOR Sr (JS)	0.0
7	O/o DEPUTY DIRECTOR Sr (RS)	0.0
8	STORES & SUPPLY	0.0

Fig.eFile. 413

VIP Details

This selection generates a PDF report that contains a list of the VIP Details.

To generate this report, user has to perform the following steps:

Click the VIP Details under the Reports section, as shown in Fig.eFile.431:

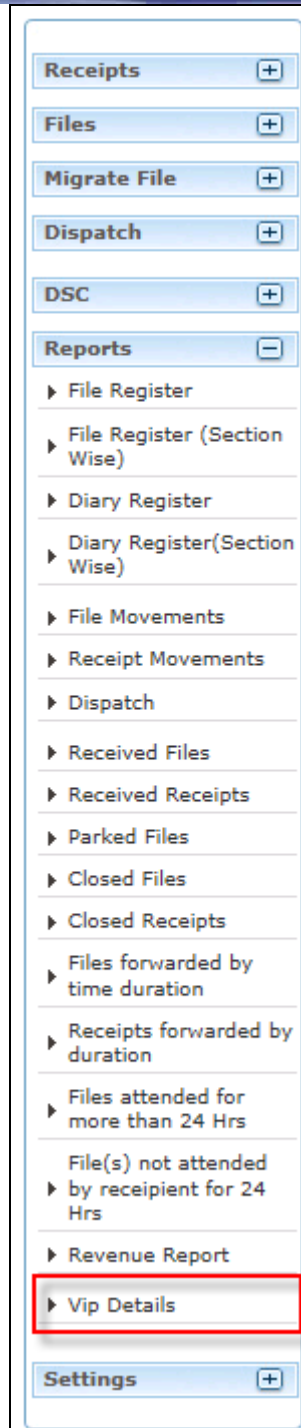


Fig.eFile. 414

As a result, the VIP Details Report screen appears, as shown in Fig.eFile.432:

Fig.eFile. 415

Provide the information for the necessary filter and fields like 'From, To, Section(s) and click the Submit button (Fig.eFile.422). As a result, Download File box appears, as shown in Fig.eFile.433:

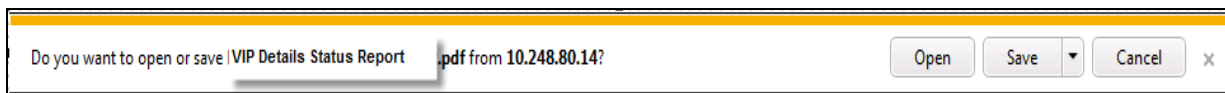


Fig.eFile. 416

Settings:

This section helps the user to change the preferences/settings in eFile. The Setting section incorporates 3 modules:

- a) **Preferences**
- b) **Address Book**
- c) **User Groups**
- d) **Deactivate DSC**

Let's have an introduction about these modules one by one:

a) Preferences: This module facilitates the user to change the user requirement general preferences and customize as per requirement. Preferences module is partitioned among different sections like:

i. **General Settings** : It helps the user to modify the General Settings like:

- **Max # of records/page:** Refers to numbers of records that listed in a page

- **Template:** Refers to color theme of eFile Application.
 - **Auto Save Duration:** Refers to set mode into Auto save while making any note in eFile Application
 - **Flash Animations:** Refers to if users prefers Flash animation in eFile application or not.
- ii. **Alert Settings:** It helps the user to set alerts on Mobile, Email or both.
- iii. **Dashboard Settings:** It helps the user to set alert for any particular Sender, Category, Priority or multiple Categories.
- iv. **List View Settings:** It helps the user to change the default view mode of Files/Receipts. User can set it to Electronic view, physical view or Default view which comprises of both.
- v. **DSC Settings:** It helps the user to view the current status of DSC installed to his/her account (if any).
- vi. **Customise your settings:** It helps the user to customize the DSC setting as per requirement. User can set it to Authentication mode, signing mode or both which comprises of Authentication and signing of DSC.

To change the settings, user has to perform the following steps:

- Click the **Preferences** Link under **Settings** section, as shown in Fig.eFile.434:

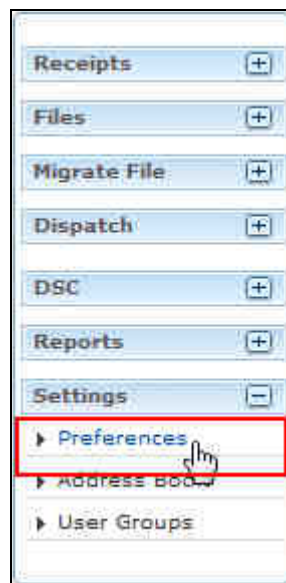


Fig.eFile. 417

As a result, **Preferences page** appear, as shown in Fig.eFile.435:

General Settings

Max # of records/page: 20 | Template: Blue

Auto Save Duration(In Sec): 2 | Flash Animation: No

Alert Settings

Email SMS Both None

Enter Email: nilu302@gm | Enter Phone Number: 9177601751

Out of Office | Please Enter Remarks: out of office

Dashboard Settings

Get alert for sender: CMO(ART) | Get alert for Category: All matters re

Get alert for Priority: Out Today | Choose categories (maximum five):

- None
- ACP and other related matters
- ACR related matters
- AMC & Demand
- All AMC/FSMA cases
- All Accounts related matters
- All Estates related matters
- All GFP related

List View Settings

Mode: Default | Scope: Default

DSC Settings

Current Status:

Customise your Settings

Authentication Signing Both

Buttons: Save, Clear

Fig.eFile. 418

- User can change the General Settings, Alert settings or Dashboard settings as per requirement, as shown in Fig.eFile.436:

General Settings

Max # of records/page: 100 | Template: Blue

Auto Save Duration(In Sec): 2 | Flash Animation: No

Alert Settings

Email SMS Both None

Enter Email: nilu302@gm | Enter Phone Number: 9177601751

Out of Office | Please Enter Remarks: out of office

Dashboard Settings

Get alert for sender: CMO(ART) | Get alert for Category: All matters re

Get alert for Priority: Out Today | Choose categories (maximum five):

- None
- ACP and other related matters
- ACR related matters
- AMC & Demand
- All AMC/FSMA cases
- All Accounts related matters
- All Estates related matters
- All GFP related

List View Settings

Mode: Electronics | Scope: Default

DSC Settings

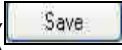
Current Status:

Customise your Settings

Authentication Signing Both

Buttons: Save, Clear

Fig.eFile. 419

- After required changes, Click the Save () Button (Fig.eFile.436) to save the altered changes.

b) **Address Book:** This module facilitates the user to create the group and add new contact/user into that group which helps the user while diarizing of a correspondence.

To create Group and add users to the group, user has to perform the following steps:

- Click the **Address Book** Link under **Settings** section, as shown in Fig.eFile.437:

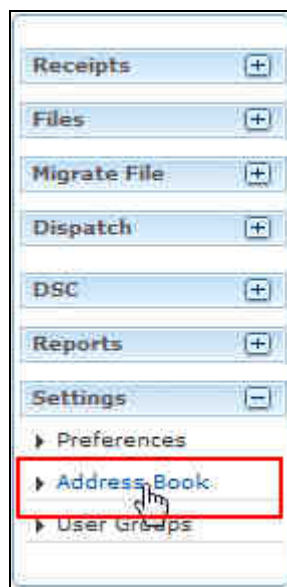


Fig.eFile. 420

- As a result, new window appears as shown in Fig.eFile.438:

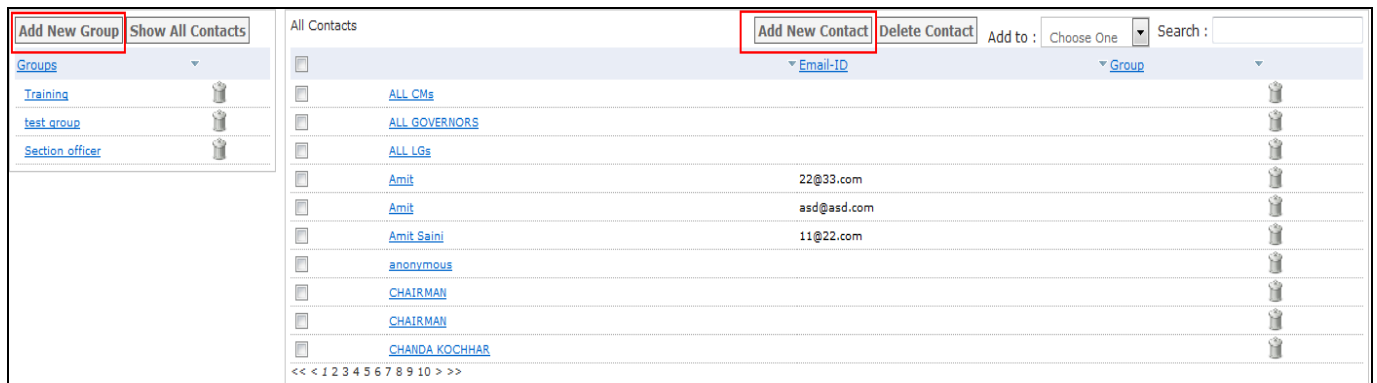


Fig.eFile. 421

- Click the **Add New Group** (**Add New Group**) button, as a result new window appears, as shown in Fig.eFile.439:

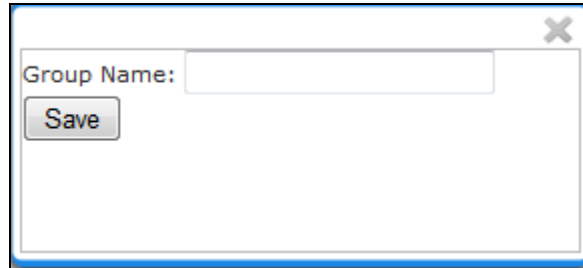


Fig.eFile. 422

- Enter the **Group name** and click the **Save** button, as shown in Fig.eFile.440:

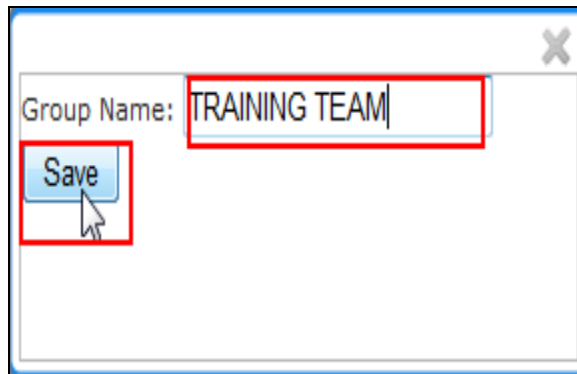


Fig.eFile. 423

As a result, a new group is created

Now to add users to the created group:

- Click the Group in which user is required to be added up, as shown in Fig.eFile.441:



Fig.eFile. 424

- Click the **Add New Contact** (**Add New Contact**) button, as a result, user info page appears, shown in Fig.eFile.442:

Name *	<input type="text"/>
Designation	<input type="text"/>
Email	<input type="text"/>
Address 1	<input type="text"/>
Address 2	<input type="text"/>
Country	INDIA <input type="text"/>
State	Choose one <input type="text"/>
Pin Code	<input type="text"/>
Mobile	<input type="text"/>
Ministry	Choose one <input type="text"/>
Department	Choose one <input type="text"/>
Organization	Choose one <input type="text"/>
Telephone	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Fig.eFile. 425

- Fill the required metadata and Click the **Save** button, as shown in Fig.eFile.443:

Name *	Rakesh Yadav
Designation	Section Officer
Email	rakesh@nic.in
Address 1	Nirmaan bhawan
Address 2	Delki
Country	INDIA
State	Delhi
Pin Code	
Mobile	9911112211
Ministry	M/O FINANCE
Department	Choose one
Organization	GPL
Telephone	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Fig.eFile. 426

As a result, the user gets added up in the selected group.

c) **User Groups:** This module facilitates the user to create a group and add user list to that created group which helps the user while sending a Receipt/File to list of selected users or to a group which comprises of contained user list.

To create User Group and add users to the group, user has to perform the following steps:

- Click the **User Groups** Link under **Settings** section, as shown in Fig.eFile.444:

Group Name	Description
QA QS	QA Qs Group
TRAINING TEAM	for eOffice modules
SS	*
test group - user group	testtttttt
TCs	

Fig.eFile. 427

As a result, Create Group page appears, as shown in Fig.eFile.445:

Group Name	Description
test	s
test_group - user_group	testttttttt

Fig.eFile. 428

- Click the **Create Group** button (Fig.eFile.426), as a result new window appears, as shown in Fig.eFile.446:

Group Name:

Description:

(Select Users from the list to create user group)

Search:

Name	Marking Abbr	Org Unit
<input type="checkbox"/> SUDIP CHATTERJEE	DA(SC)	ADMINISTRATION
<input type="checkbox"/> JAGDISH PRASAD BARMOLA	DA(JPB)CAN	CAANTEEN
<input type="checkbox"/> MOHAMMAD ASLAM	DPA(MA)	COMPUTER CENTRE
<input type="checkbox"/> POONAM BIHA	DPA(PB)	COMPUTER CENTRE
<input type="checkbox"/> BHAWAIIA ABHAY PORWAL	HI(BAP)	LANGUAGE FACULTY
<input type="checkbox"/> BIHAY SHANKAR KALA	CMO(BSK)	MEDICAL CENTRE
<input type="checkbox"/> SAVITRI JHILDITYAL	DA(SJ)	CONTROLLER OF EXAM
<input type="checkbox"/> SUSHILA RAJORI	EPABXOP(SR)	ELECTRONIC & COMMUNICATION
<input type="checkbox"/> VINOD PRASAD UNIYAL	EPABXOP(VPU)	ELECTRONIC & COMMUNICATION
<input type="checkbox"/> MALKIT SINGH	ALIO(MS)	LIBRARY

Fig.eFile. 429

- Enter the **Group name** and description(if any), click the **Create** button, as shown in Fig.eFile.447:

Group Name: TRAINING TEAM
Description: for eOffice modules
Create

(Select Users from the list to create user group)

Name	Marking Abbr	Org Unit
<input type="checkbox"/> SUDIP CHATTERJEE	DA(SC)	ADMINISTRATION
<input type="checkbox"/> JAGDISH PRASAD BARMOLA	DA(JPB)CAN	CANTEEN
<input type="checkbox"/> MOHAMMAD ASLAM	DPA(MA)	COMPUTER CENTRE
<input type="checkbox"/> POONAM SEIHA	DPA(PS)	COMPUTER CENTRE
<input type="checkbox"/> BHAWAIA ABHAY PORWAL	HI(BAP)	LANGUAGE FACULTY
<input type="checkbox"/> BINAY SHANKAR KALA	CMO(BSK)	MEDICAL CENTRE
<input type="checkbox"/> SAVITRI JHILDYAL	DA(SJ)	CONTROLLER OF EXAM
<input type="checkbox"/> SUSHILA RAJORI	EPABXOP(SR)	ELECTRONIC & COMMUNICATION
<input type="checkbox"/> VINOD PRASAD UNIYAL	EPABXOP(VPU)	ELECTRONIC & COMMUNICATION
<input type="checkbox"/> MALKIT SINGH	ALID(MS)	LIBRARY

Fig.eFile. 430

As a result, a new group is created

Now to add users to the created group:

Click the Group in which user is required to be added up, as shown in Fig.eFile.448:

Group Name	Description
TRAINING_TEAM	for eOffice modules
test_group - user group	testttttttt

Fig.eFile. 431

- Select the users from the list which needs to be added up in the selected group and click the **Save** button, shown in Fig.eFile.449:

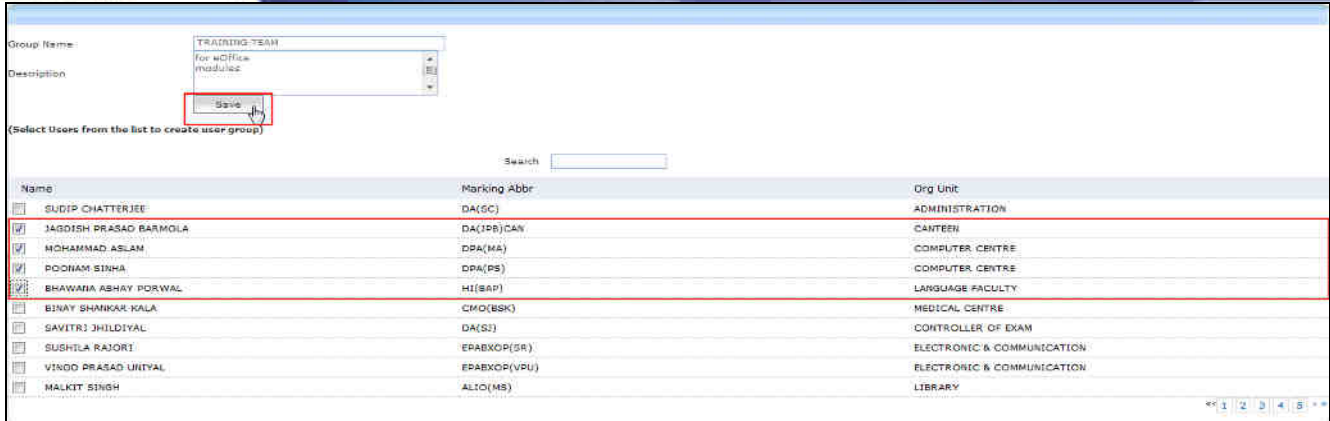


Fig.eFile. 432

As a result, the user gets added up in the selected group.

Deactivate DSC: User can delete the DSC enrollment through Delete link and for Activation link Activate can be used as shown in the Fig.eFile.450:

Sl.No.	Certificate	Type	Validity	Enroll Date	User Name	DeActivation Date	Activate	Delete
1	SUNIL KUMAR's IEC Certifying Authority ID - 19509636	Signing	20-10-2012 12:17	20-07-2012 10:57	RAMESH KUMAR	20-07-2012 12:56	Activate	Delete
2	SUNIL KUMAR's IEC Certifying Authority ID - 19509636	Signing	20-10-2012 12:17	23-07-2012 03:09	RAMESH KUMAR	23-07-2012 03:09	Activate	Delete
3	SUNIL KUMAR's IEC Certifying Authority ID - 19509636	Signing	20-10-2012 12:17	23-07-2012 03:11	RAMESH KUMAR	24-07-2012 02:27	Activate	Delete
4	SUNIL KUMAR's IEC Certifying Authority ID - 19509636	Signing	20-10-2012 12:17	24-07-2012 02:27	RAMESH KUMAR	24-07-2012 02:41	Activate	Delete
5	SUNIL KUMAR's IEC Certifying Authority ID - 19509636	Signing	20-10-2012 12:17	24-07-2012 02:31	RAMESH KUMAR	24-07-2012 04:24	Activate	Delete
6	SUNIL KUMAR's IEC Certifying Authority ID - 19509636	Signing	20-10-2012 12:17	24-07-2012 04:24	RAMESH KUMAR	30-07-2012 01:57	Activate	Delete
7	SUNIL KUMAR's IEC Certifying Authority ID - 19509636	Signing	20-10-2012 12:17	30-07-2012 01:58	RAMESH KUMAR	30-07-2012 02:01	Activate	Delete
8	SUNIL KUMAR's IEC Certifying Authority ID - 19509636	Signing	20-10-2012 12:17	30-07-2012 02:01	RAMESH KUMAR	30-07-2012 02:02	Activate	Delete
9	SUNIL KUMAR's IEC Certifying Authority ID - 19509636	Signing	20-10-2012 12:17	30-07-2012 02:03	RAMESH KUMAR	30-07-2012 02:37	Activate	Delete
10	SUNIL KUMAR's IEC Certifying Authority ID - 19509636	Signing	20-10-2012 12:17	30-07-2012 02:37	RAMESH KUMAR	30-07-2012 02:38	Activate	Delete
11	SUNIL KUMAR's IEC Certifying Authority ID - 19509636	Signing	20-10-2012 12:17	30-07-2012 02:38	RAMESH KUMAR	30-07-2012 02:49	Activate	Delete
12	SUNIL KUMAR's IEC Certifying Authority ID - 19509636	Signing	20-10-2012 12:17	30-07-2012 03:11	RAMESH KUMAR	01-08-2012 09:36	Activate	Delete
13	SUNIL KUMAR's IEC Certifying Authority ID - 19509636	Signing	20-10-2012 12:17	22-08-2012 12:08	RAMESH KUMAR		Deactivate	Delete

Fig.eFile. 433

Search:

It has 2 links to perform search operations with respect to active tabs

- Search
- Advanced

Multiple Actions can be performed on selection of multiple receipts/files/dispatches respectively.

Search:

In Search user can perform the findings of the records with respect to active folders

has to be searched receipt number should be mentioned in the search field and search is done with

respect to receipts only in such ways it is with other tabs also as shown in the figures.

Search is performed with respect to active user's modules only not section wise.

- Type the file number to search from File Inbox and the resultant file can also be opened as shown in the figure Fig.eFile.451:

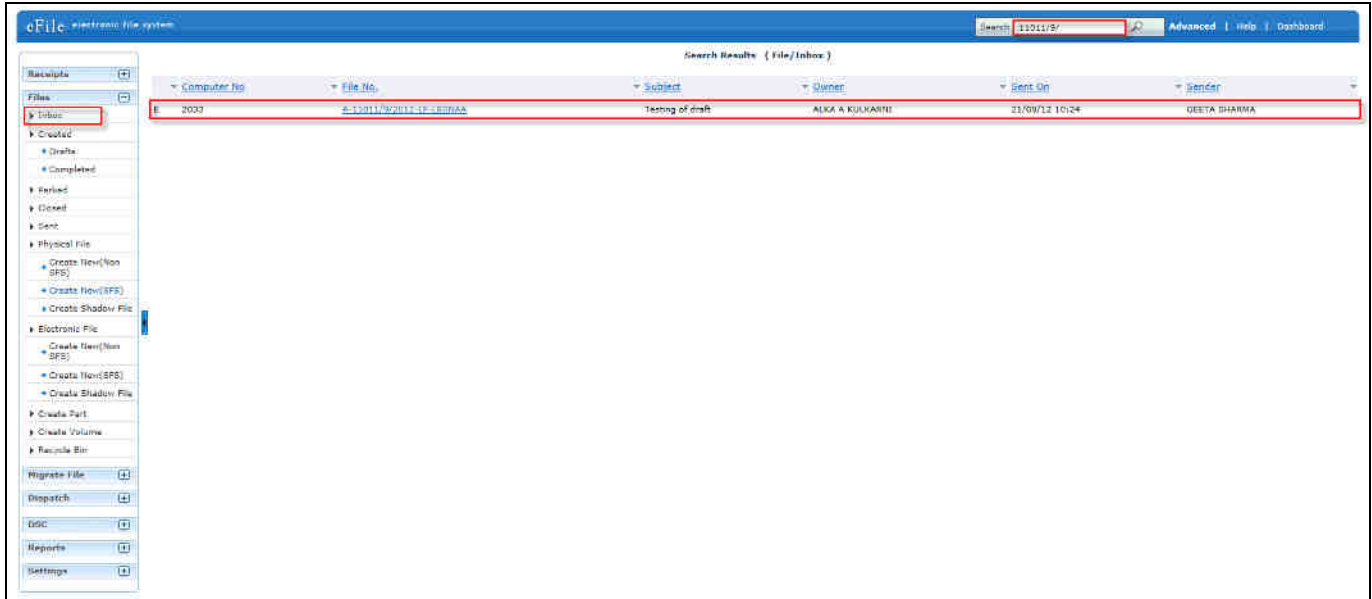


Fig.eFile. 434

- As a result page is opened through View action as shown in Fig.eFile.452:

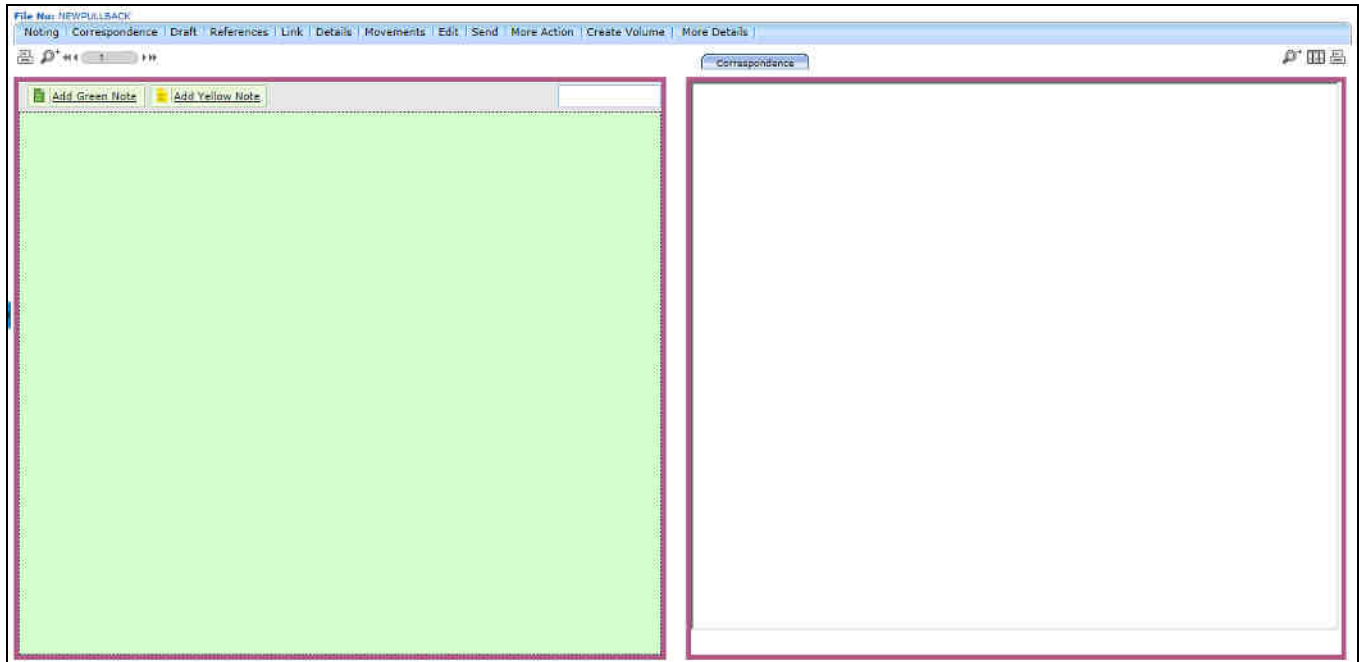


Fig.eFile. 435

Advanced:

Search is categorized into individually and it has 3 links to perform operations for Advanced:

Advanced Search is performed Globally, Section wise and Hierarchy wise. By default, search scope is global. In the configuration settings, scope of the Search can changes as and when required.

Let us see in detail Receipts, Files and Dispatch.

- **Receipt:** Search a receipt depending on any factors as shown in the figure Fig.eFile.453:

The screenshot shows the 'Advanced Search' interface for 'Receipts'. The search criteria are as follows:

- Search for: Receipt
- Year: 2012
- Computer No: [Empty]
- Receipt no.: 0267/11/2012/CC
- Ref/Letter No: [Empty]
- Subject: [Empty]
- Main Category: Choose one
- Sub Category: Choose One
- Delivery Mode: Choose one
- Dealing Hand: Choose One
- City: Choose one
- Letter Date: [From] To [To]
- Diary Date: [From] To [To]
- Received Date: [From] To [To]
- Name of Sender: [Empty]
- Designation: [Empty]
- Ministry: Choose one
- Department: Choose one
- Organisation: Choose one
- Address: [Empty]
- State: Choose One

A 'Search Receipts' button is located at the bottom left of the search form.

Fig.eFile. 436

- As a result the receipt which can be under actions of Send, Receive, Pull Up and Reopen as shown in the Fig.eFile.454:

The screenshot shows the search results for the receipt. The search criteria are:

- Search for: Receipt
- Year: 2012
- Receipt no.: 8409/2012/LF
- Other filters: [Empty]

The search results table is as follows:

Computer No	Receipt No.	Subject	Path	Sender	Diary Date	Letter Date	Owner	Section
P 8409	8409/2012/LF	rcvnrwre	Receipt/Inbox	kulniya, rnrwr, wrnrbt, Department of Personnel and Training, LBSNAA, WRW	28/09/12 12:18	-	ALKA A KULKARNI	LANGUAGE FACULTY

Below the table, there is a 'Print' button and an 'Actions' dropdown menu set to 'Choose One'.

Fig.eFile. 437

- On right click of record ,it displays the actions which can be performed instantly for record as shown in Fig.eFile.455:

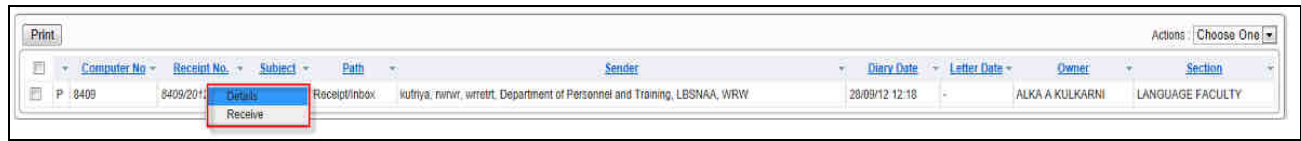


Fig.eFile. 438

- Click on Details link to display Details as shown in Fig.eFile.456:

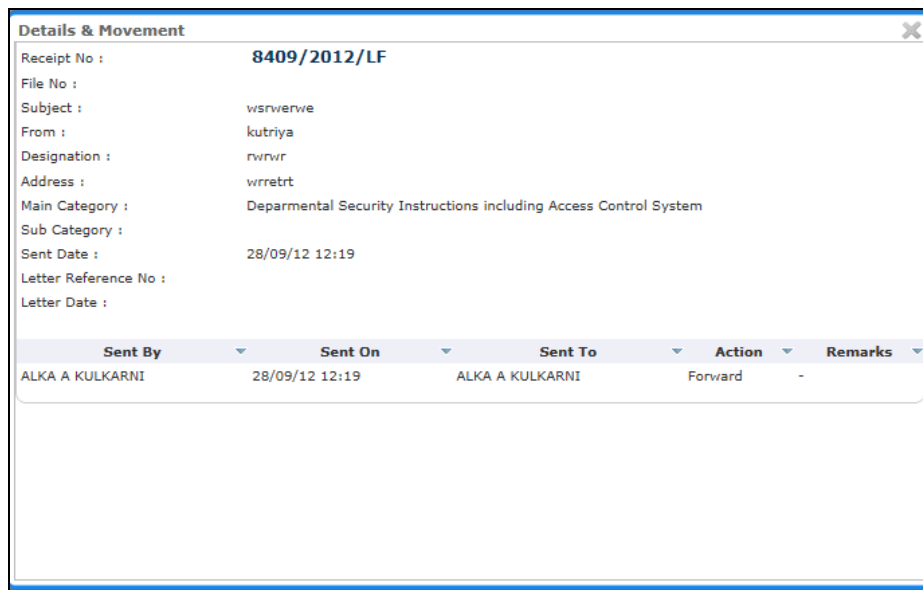


Fig.eFile. 439

To perform any action Receipt should be in Received Mode.

- Send: To perform Send operation receipt should have been in Received mode as shown in the Fig.eFile.457:



Fig.eFile. 440

Refer Send process in Receipt Send/File Send (as shown in Fig.eFile.457):

- For the respective receipt Send window appears as shown in Fig.eFile.458:

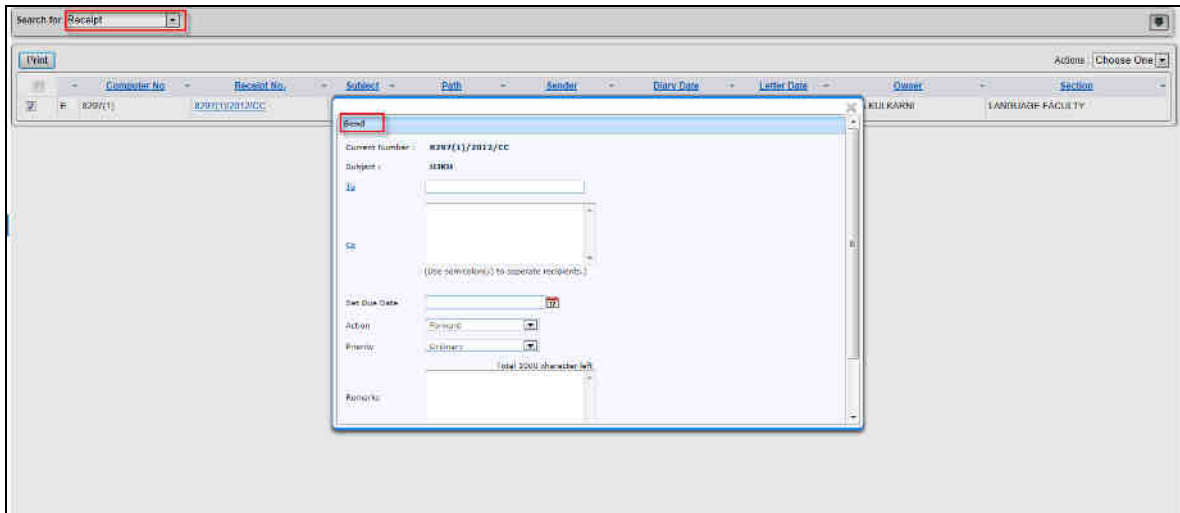


Fig.eFile. 441

- Receive: If searched receipt is unreceived it can be received from receive action as shown in the Fig.eFile.459:

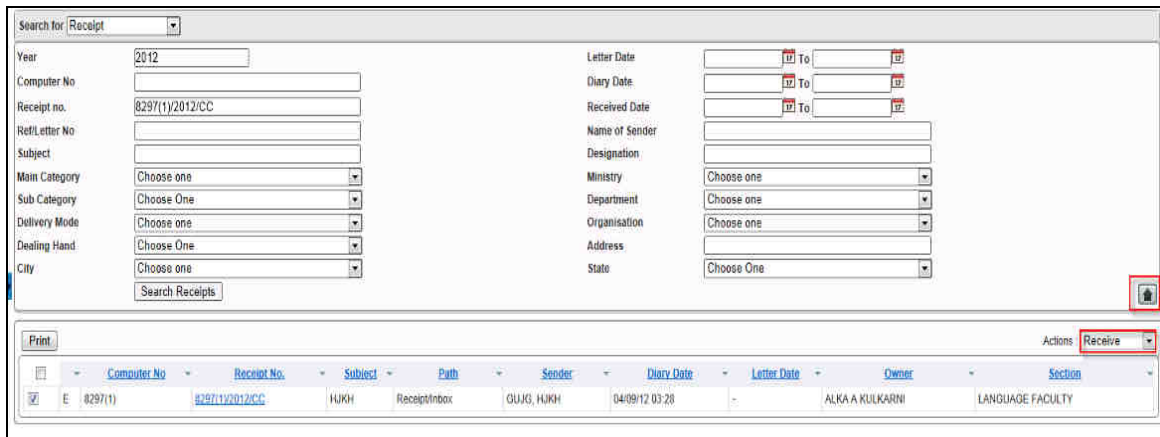


Fig.eFile. 442

- Pull Up: The receipt will be pull up and redirected to Receipt Inbox as shown in the Fig.eFile.460:

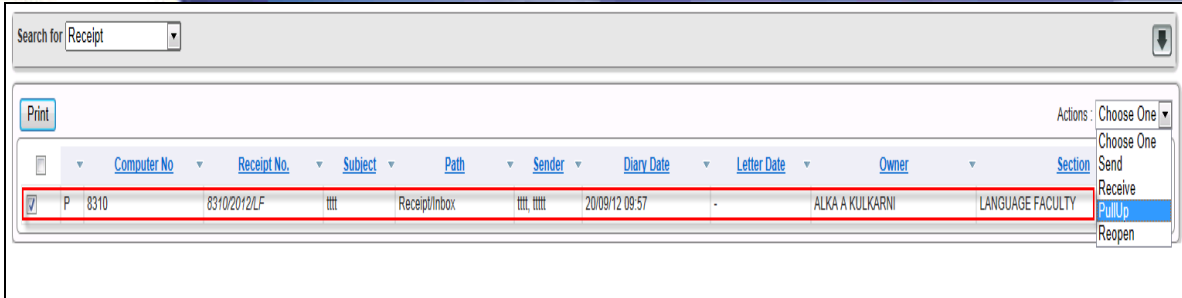


Fig.eFile. 443

- Reopen: Reopen action is performed on closed receipt with remarks as shown in the Fig.eFile.461:

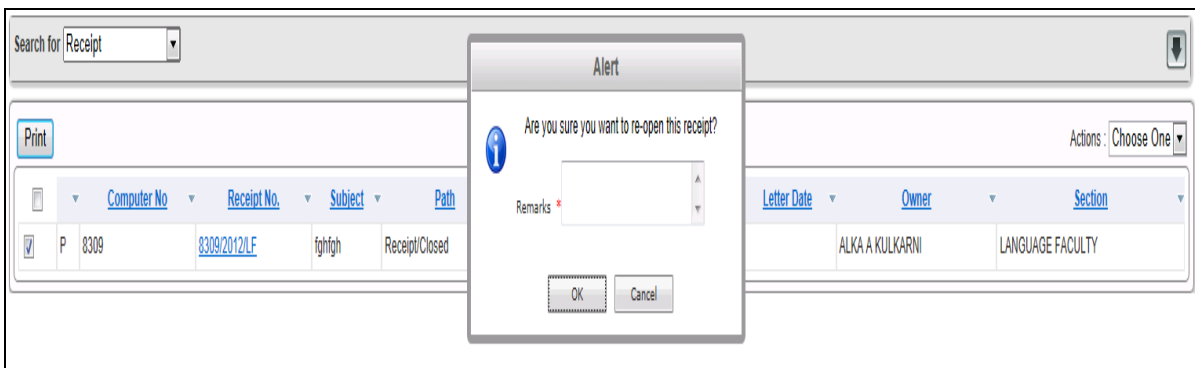


Fig.eFile. 444

- Reopened receipt is redirected to the Receipt Inbox as hown in the Fig.eFile.462:

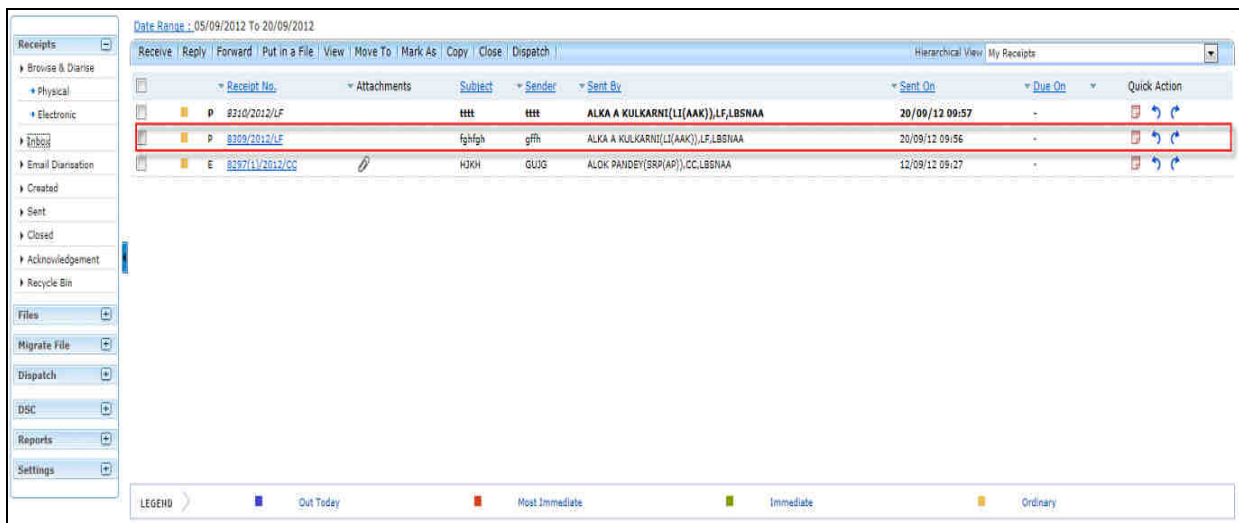


Fig.eFile. 445

Send : Send is performed for received receipts

Receive: Receipt should be in receive mode.

Pull Up: This action is performed from Inbox of person in respective section.

Reopen: Closed receipt can be opened with Reopen action

All the above mentioned actions can be performed,if any of these actions are required to respective receipt.

File:

- File can be searched with any referenced categories as shown in the Fig.eFile.463:

Computer No	File No.	Subject	Path	Opening Date	Owner	Section
P, 2036	A-11011/10/2012-LF-LBSNAA	scfsada	File/Inbox	20/09/12 09:37	ALKA A KULKARNI	LANGUAGE FACULTY

Fig.eFile. 446

- To perform instant actions on searched file User can View ,Details and Send as shown in Fig.eFile.464:

Computer No	File No.	Subject	Path	Opening Date	Owner	Section
E, 2104	A-11011/10/2012-LF-LB5	sat	File/Created	28/09/12 11:24	ALKA A KULKARNI	LANGUAGE FACULTY

Fig.eFile. 447

- To view the file click on View action as shown in Fig.eFile.465:

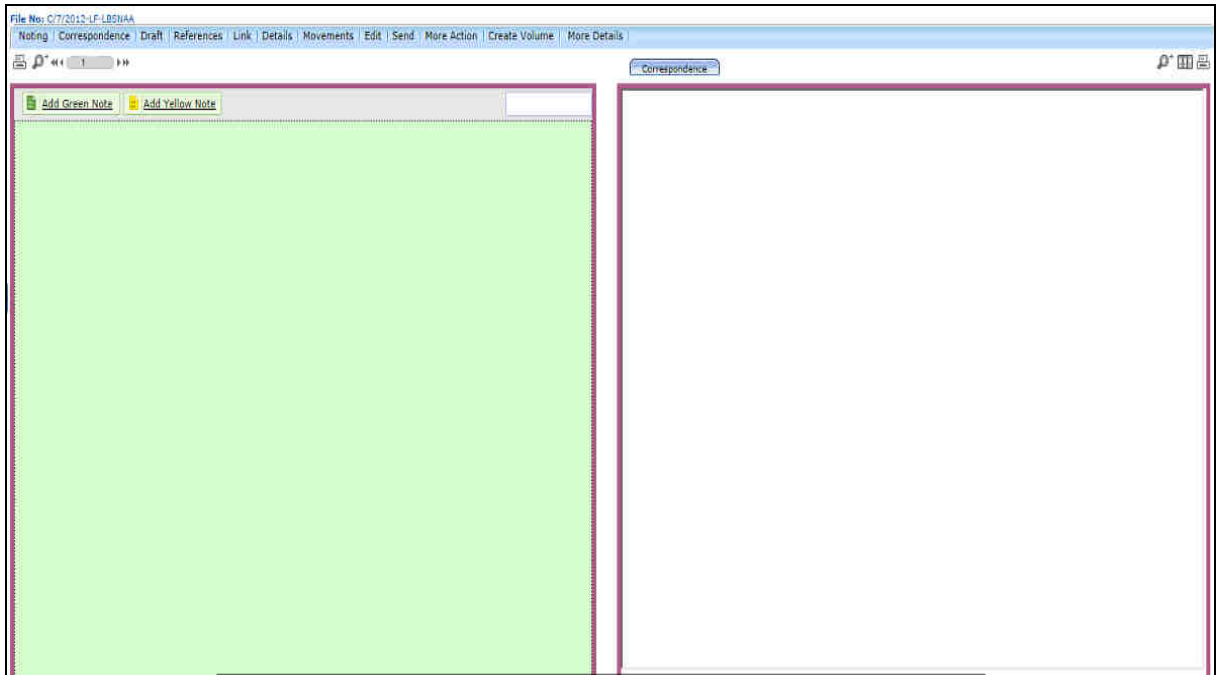


Fig.eFile. 448

- Click on Details action as shown in Fig.eFile.466:

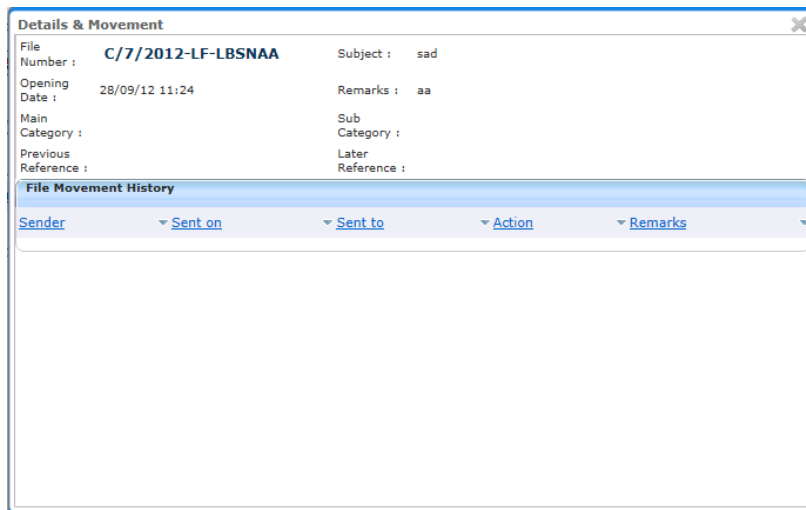


Fig.eFile. 449

Send: Send action is performed to send file.

Receive: Receive the physical file to perform other actions

Pull Up: User can Pull Up the file either from active user or section wise.

Make Active: Closed files can be made active by Make Active action.

All the above mentioned actions could be performed for the respective selected records based on permissions available to user.

Make as Active:

- Closed file can be made active with Make as Active action as shown in the Fig.eFile.467:

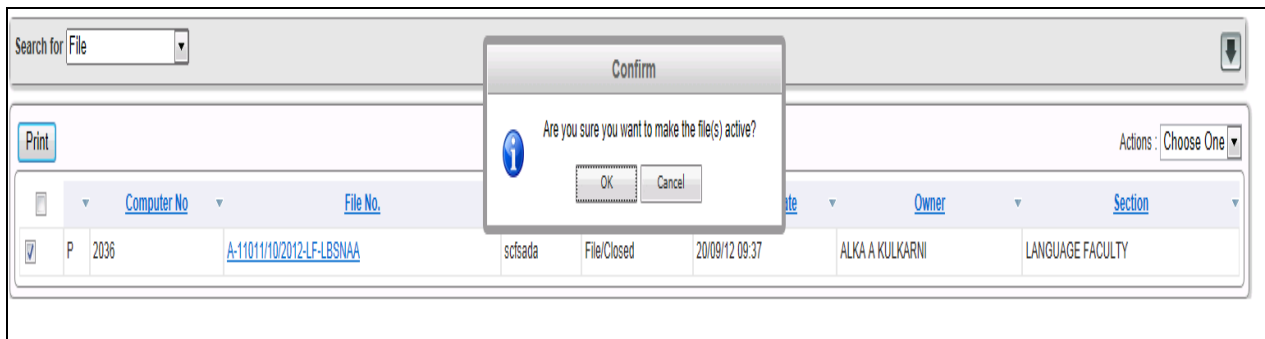


Fig.eFile. 450

- Activated file is redirected to the File Inbox as shown in the Fig.eFile.468.

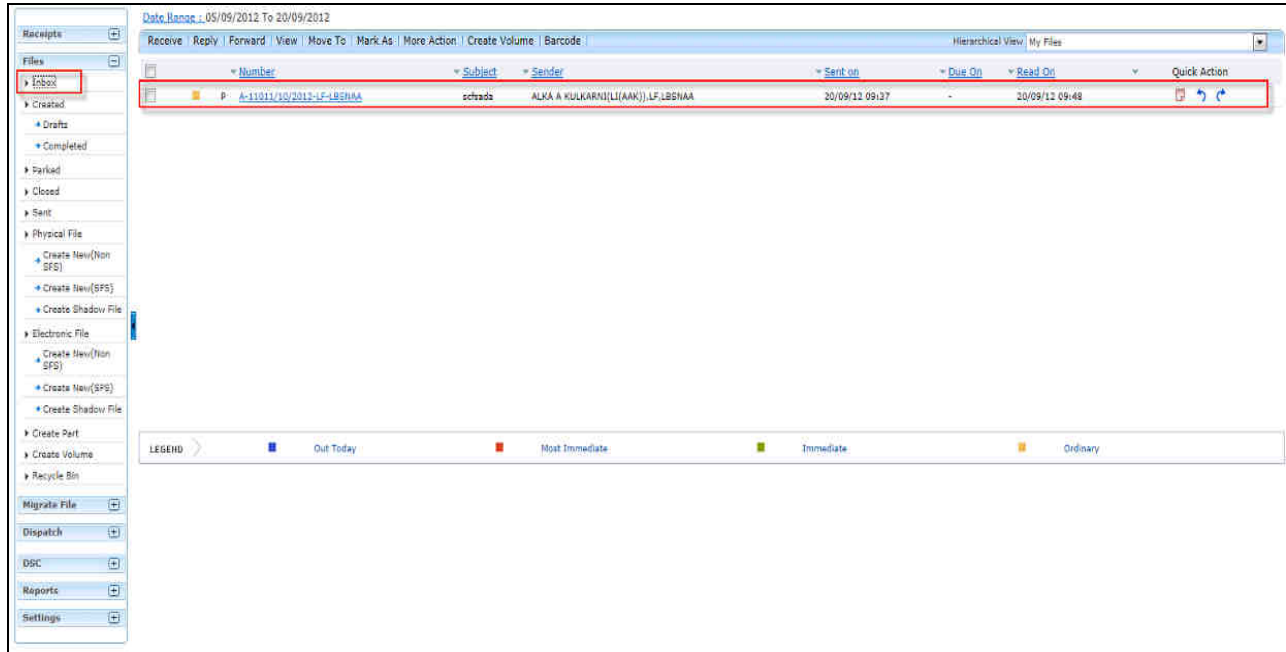


Fig.eFile. 451

Dispatch:

Receive :This action is performed by CRU or permission available to user
Resend:This action is performed by CRU or User if required.

- Dispatch can be searched through dispatch number as shown in the Fig.eFile.469:

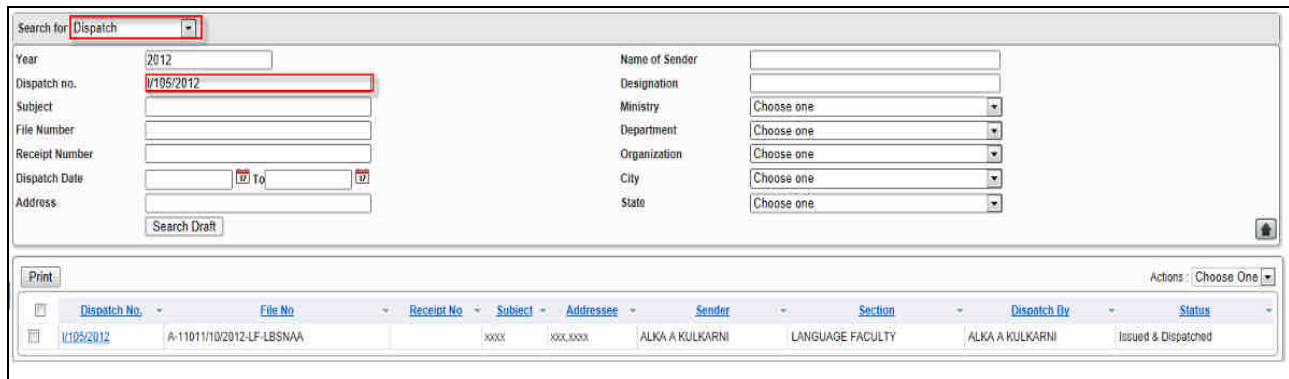


Fig.eFile. 452

- Dispatch has 2 actions Receive and Resend as shown in the Fig.eFile.470:

On the right click of the Draft user can perform Details and View action only.

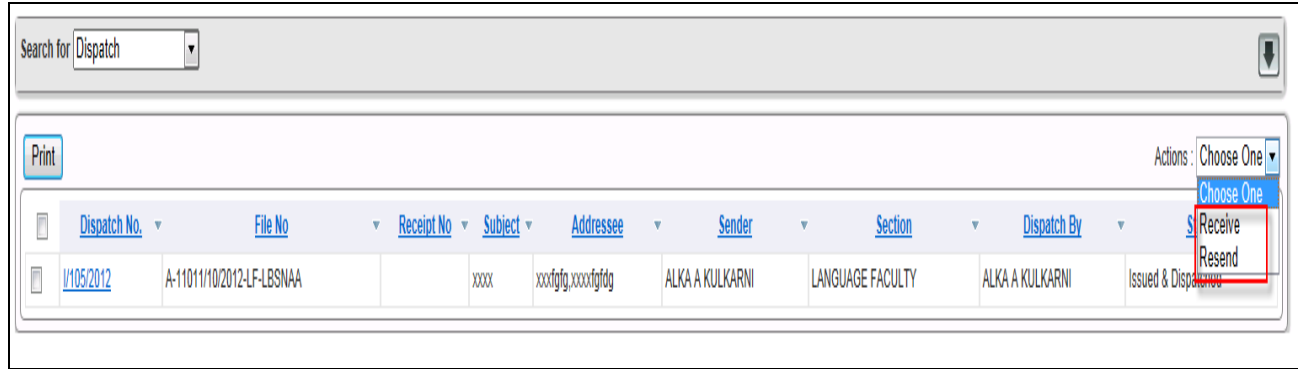


Fig.eFile. 453

Hierarchy Search

Hierarchy search is basically reporting level Search(File(s)/Receipt(s)/Dispatch(s) as follows:

Level	Top Level	Middle Level	Lower Level
Top	Can View All	Can View All	Can View All
Middle	No privileges	Only when sent /received with each other	Can View All
Lower	No privileges	No privileges	Only when sent /received with each other

Let us see in detail the process of Searching on Hierarchy-wise.

Top level authority can view and perform all sorts of operations for the File/Receipt/Dispatches created by Next level reporting.

Example Padamvir singh is the Top Level Management authorised to view and operate the created File/Receipts/Dispatches of Alokp who is reporting to Padamvirsingh as shown in Fig.eFile.471:

The screenshot shows the eFile search interface. At the top right, the user name 'PADAMVIR SINGH DIR' is displayed. The search criteria are as follows:

- Search for: Receipt
- Year: 2012
- Computer No: [Empty]
- Receipt no.: 8499/2012/DIR
- Ref/Letter No: [Empty]
- Subject: [Empty]
- Main Category: Choose one
- Sub Category: Choose One
- Delivery Mode: Choose one
- Dealing Hand: Choose One
- State: Choose One
- Letter Date: [Empty] To [Empty]
- Diary Date: [Empty] To [Empty]
- Received Date: [Empty] To [Empty]
- Name of Sender: [Empty]
- Designation: [Empty]
- Ministry: Choose one
- Department: Choose one
- Organisation: [Empty]
- Address: [Empty]
- City: [Empty]

A 'Search Receipts' button is located at the bottom of the search criteria section.

Fig.eFile.471

- Enter the Receipt to Search(Created by Alokp) and select Pull Up action as shown in Fig.eFile.472:

The screenshot shows the search results table. The search criteria are the same as in Fig.eFile.471. The results table is as follows:

Computer No	Receipt No.	Subject	Path	Sender	Diary Date	Letter Date	Owner	Section	Actions
P 8499	8499/2012/D/R	www 1	ReceiptInbox	w, w, w	11/10/12 10:48	-	ALOK PANDEY	COMPUTER CENTRE	Choose One Choose One Send Receive Pull Up Reopen

The 'Pull Up' action is highlighted in the Actions column for the first row.

Fig.eFile.472

- A pop window appears as Pull Up Alert and Click Ok button as shown in Fig.eFile.473:

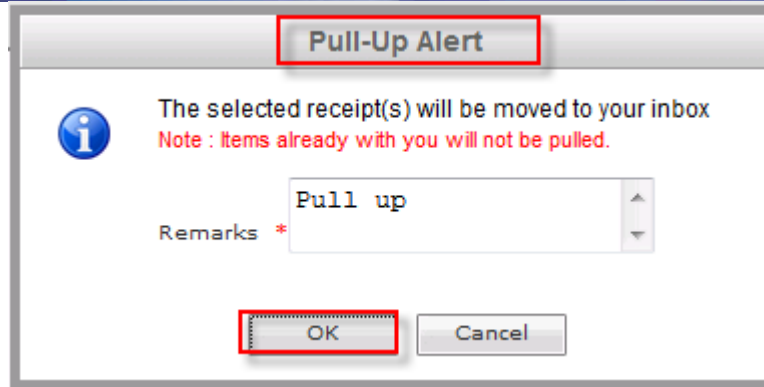


Fig.eFile.473

- Pulled Up receipt is shown in Normal font (earlier Italic font) and click on receipt as shown in Fig.eFile.474:

Computer No	Receipt No	Subject	Path	Sender	Diary Date	Letter Date	Owner	Section
P 8499	8499/2012/DIR	www 1	Receipt\Inbox	W. W. W. W	11/10/12 10:48	-	PADAMVIR SINGH	O/o of DIRECTOR

Fig.eFile.474

- As a result Receipt(Searched) is opened to perform any operations on it by Top Level as shown in Fig.eFile.475:

Fig.eFile.475

Middle Level Management

- Middle Level has searched a File of Lower Level and Pull Up the file to perform operations as shown in Fig.eFile.476:

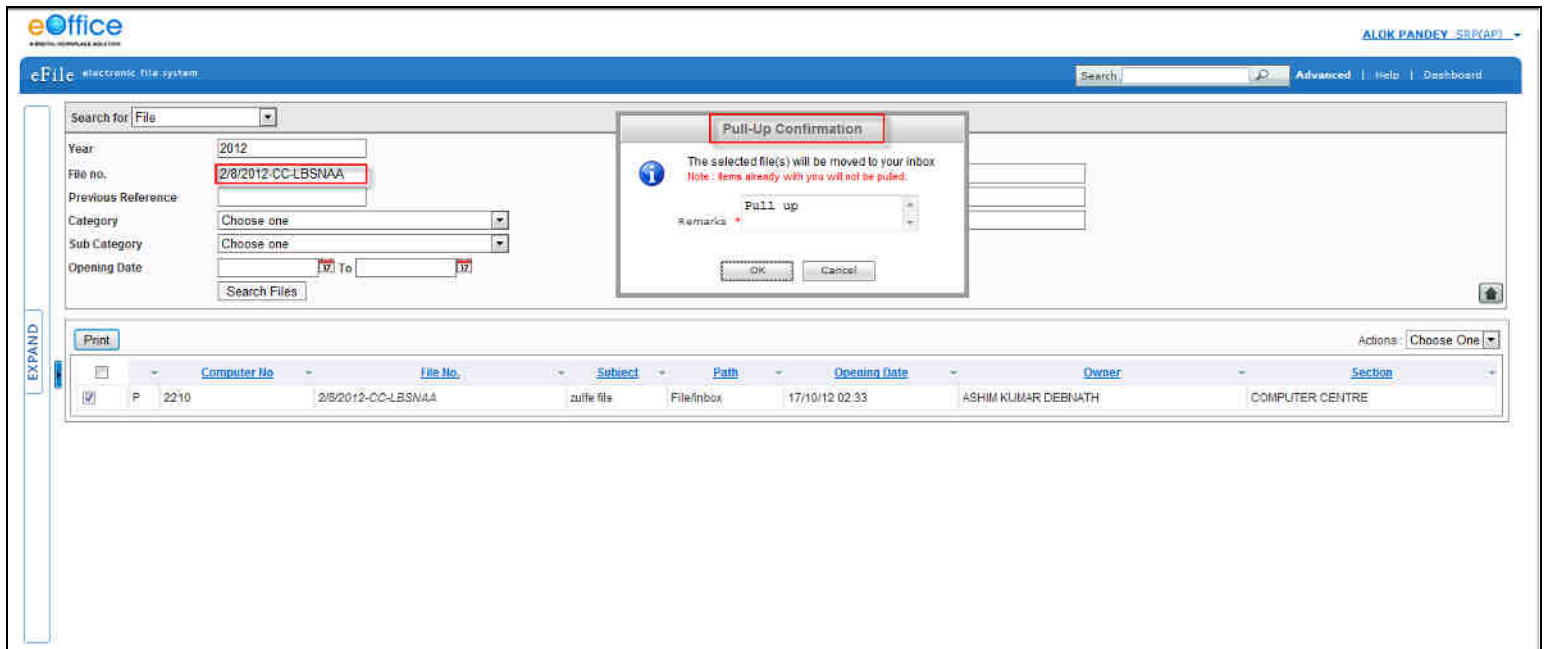


Fig.eFile.476

- Searched File is Pulled Up in the Inbox of Middle Level and click on File No as shown in Fig.eFile.477:



Fig.eFile.477

- As a result File opens up to perform any operations as shown in Fig.eFile.478:

File No: 2/8/2012-CC-LBSNAA

File Number : 2/8/2012-CC-LBSNAA

Opening Date : 17/10/12 02:30

Subject : zulfa file

Remarks : zulfa file

Part No	Created On	Remarks

Receipt/Issue No.	Subject	Type	Timestamp

Dispatch Number	Subject	Sent to	Dispatch Date	Sent By	Dispatch Mode	Remarks

File Number	Subject

Fig.eFile.478

- Lower Level Can View the Searched File(Middle Level but not Top Level) whereas cannot Pull Up the File as hown in Fig.eFile.479:

Its only Top Level having authority to perform operations on File/Receipt/Dispatch created by Middle Level and Lower Level.

Search for: File

Year: 2012

File no.: 2/6/2012-CC-LBSNAA

Alert: Action not allowed for selected item(s)

Computer No	File No.	Subject	Path	Opening Date	Owner	Section
P 2151	2/6/2012-CC-LBSNAA	sfd	File/ent	09/10/12 10:28	ASHIM KUMAR DEBNATH	COMPUTER CENTRE

Actions: Pull Up

Fig.eFile.479

Middle Level an immediate reporting to Top Level can view but cannot perform any operations on created File(s)/Receipt(s)/Dispatche(s).

Lower Level Management

Example Alokp(Middle) is reporting to Padamvirsingh(Top) and Ashim(Lower) is reporting to Alokp.

- Alokp is authorised to view the work of Ashim whereas Ashim can view but cannot perform any operations on any of the work of Alokp as shown in Fig.eFile.480:.

The screenshot shows the eFile system search interface. The user is logged in as ASHIM KUMAR DEBRATH DEO(AKD). The search criteria include: Search for File, Year 2012, File no. 2/6/2012-CC-LBSNAA, Previous Reference, Category Choose one, Sub Category Choose one, and Opening Date. The Search Files button is highlighted.

Fig.eFile.480

- Searched File is found hence cannot Pull up in Inbox of Lower Level User as shown in Fig.eFile.481:

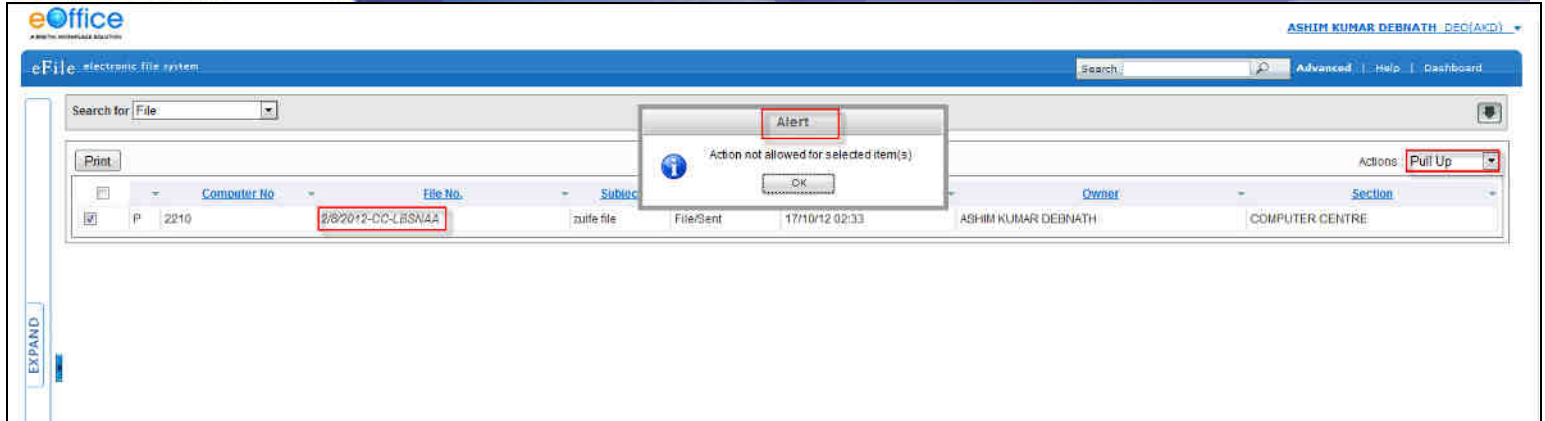


Fig.eFile.481

Same Level Hierarchy

Same Level User can view the File(s)/Rceipt(s)/Dispatche(s) only when sent and received to each other.

Example Alka and Alokp are reporting to Padamvirsing so Alka is at same level with Alokp .

- Alka cannot view any item searched as shown in Fig.eFile.482:

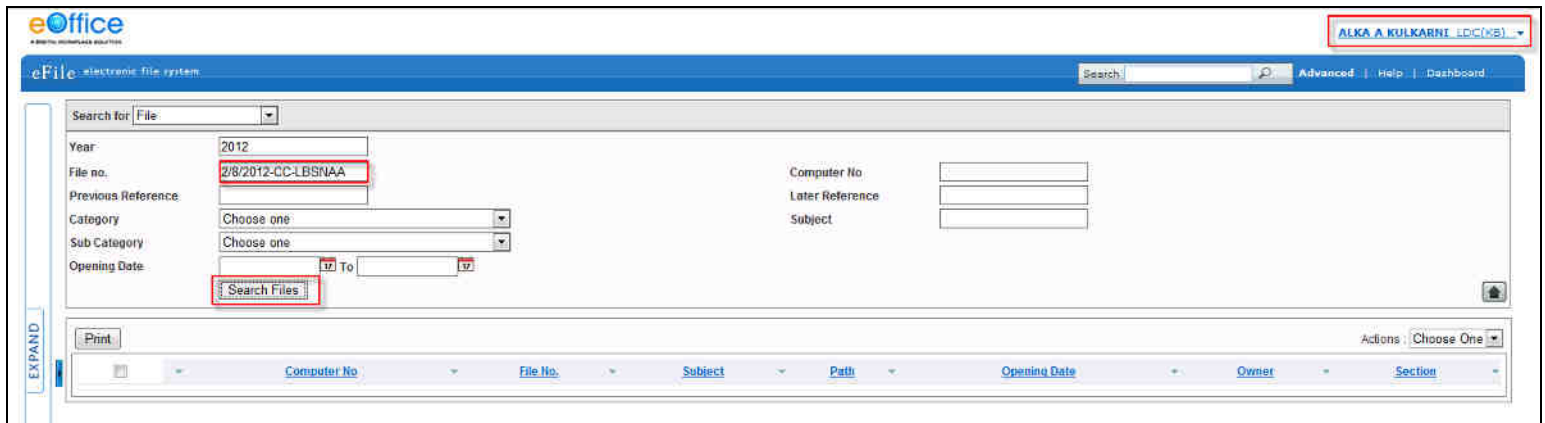


Fig.eFile.482

- Alka can view the searched file when it is received in Inbox from Alokp as shown in Fig.eFile.483:

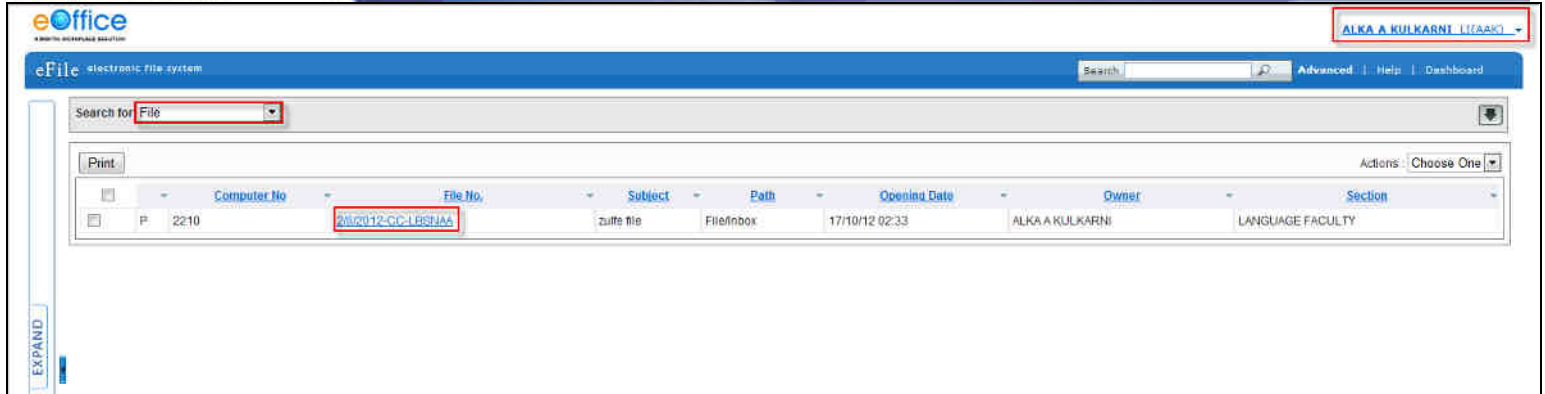


Fig.eFile.483

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